

# Proposal Writing

## One Day Course

The correct presentation and formatting of a proposal document can be the difference between a positive or a negative outcome. A proposal document represents your organisation and as such needs to look professional and not include any spelling, grammar or punctuation errors. This workshop covers the requirements of the document and the process needed to put together a successful proposal.

### Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

### Who will benefit from this course?

This course is suitable for people who want to develop their proposal writing skills in order to create focused, high-quality proposals

### Pre-requisites

None

### Learning Outcomes

- Understand the basic requirements for developing a proposal
- Follow the approach provided to help develop focused, high-quality proposals
- Utilise tips and techniques to determine an appropriate structure for your proposals in different situations
- Make good use of illustrations in your proposals
- Define proofreading and understand the techniques in improving proofreading skills
- Define peer review and list ways peer review can help improve your proposals
- Notice (and correct) common spelling and grammar issues in your proposal writing
- List guidelines for printing and publishing your proposal

### Related Courses

- Team Proposal Writing
- Administrative Support
- Communication Strategies
- Project Management Fundamentals

### Our Approach

At Navitas Workforce Solutions (NWS), we have designed our courses to be challenging, exciting, relevant and interactive - a powerful combination of key motivators. Our trainers use creative activities to generate and maintain participation, helping to break down the learning barriers that many adults face. Our clients have found that our training programs offer an immediate benefit to participants through the delivery of practical skills and in the long term will expand their abilities and careers.

- Proven and effective high-impact, face to face interaction between our trainers and clients
- Friendly and relaxed atmosphere which is conducive to learning



# Modules - Proposal Writing

## Getting started

- Workshop objectives

## The request

- Requests for proposals

## The proposal-writing process

- A winning proposal
- A proposal-writing process

## The requirement

- What does the customer want?
- What does your company want?
- Initial data gathering

## Why pick us?

- Key differentiators
- Key messages

## Illustrations

- Illustrations
- Sample illustrations

## Proposal structure

- The basic outline
- Creating and sequencing your table of contents

## Details and research

- The reader
- Organising your information
- Identifying resources

## Writing skill revision, part two

- Parts of a sentence
- Write faster - effective writing
- Paragraphs

## Writing the text of the proposal

- Choosing a format
- Templates
- Proposal content

## Proof reading, editing and finishing

- Proofreading
- Review/peer review
- The appearance - printing and publishing



## Contact

### Navitas Workforce Solutions

#### Melbourne

Level 3, 206 Bourke St  
Melbourne, VIC 3000

#### Sydney

Level 11, 17 York St  
Sydney, NSW 2000

#### Brisbane

Level 2, East Tower, 410 Ann St  
Brisbane, QLD 4000

#### Perth

Level 2, 15 Ogilvie Rd  
Mount Pleasant, WA 6153

#### Adelaide

Level 5, 121 King William St  
Adelaide, SA 5000

Email [info@nws.edu.au](mailto:info@nws.edu.au) or call us on 1300 883 445 to discuss training requirements across Australia

[www.nws.edu.au](http://www.nws.edu.au)  
[www.navitas.com](http://www.navitas.com)

Navitas Workforce Solutions Pty Ltd  
RTO: 21663  
ABN: 25 100 404 199

