

ELD Training

empowerment, learning, development



TRAINING COURSE: PROJECT PROPOSAL WRITING

We cannot plan projects based on what worked in the past; nor can we achieve success if we allow our perceived limitations to control us. This workshop encourages participants to become 'problem solvers' who can: Objectively analyse the existing situation and identify the root causes of problems

- Set appropriate and achievable objectives
- Select a justifiable approach
- Develop a programme of activities to achieve their objectives
- Set appropriate indicators
- Communicate their proposal to donors clearly and effectively

What you can expect from this 5-day programme is to: Develop your ability to investigate problems, analyse alternative strategies and plan a relevant course of action

- Develop your ability to organise these ideas in a suitable format for potential donors
- Understand the principles of how to write an effective proposal, considering the reader's / donor's point of view
- Develop a thorough understanding of your own project concept so that you can justify it to potential stakeholders
- Learn a methodical approach to developing proposals

Participants are usually NGO leaders and senior staff of INGOs and bilateral development agencies. Methods include group discussion, presentations from the trainers and participants, frequent problem solving tasks and extensive practical work based on participants' own project concepts. Each workshop is unique, depending on the experience and inputs of the participants, but the typical schedule is:

Day One

- Workshop Introduction
- Why Proposals Fail
- Problem Analysis
- Setting Objectives
- Introduction to Professional Writing and the Writing Process

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Day Two

- Alternatives Analysis
- Building the Logical Framework

Day Three

- Writing Skills: Clarity and Organisation

Day Four

- Planning the Proposal
- Mind Mapping
- Writing the Situational Analysis (Practical)

Day Five

- Writing the Project Description (Practical)
- Review and Feedback on Practical Work
- Other Issues (session based on participants' needs)

See our [training schedule](#) to find out when this course is next planned in your area.

See the document [Registration, Fees and Payment Information](#) for fees and registration information.

[Download the application](#) form from our web site.

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professional development for development professionals