



Training Workshop on
Project Proposal Writing

Dushanbe, Tajikistan

Training Profile

22 – 25 November, 2011

Introduction:

The training on Project Proposal Writing was a four day training workshop which was announced publicly through different media and candidates were attracted from different organizations. The training was part of Risalat Consultants' routine monthly overseas programs which it conducts every month in a different overseas destination. This training was conducted in Dushanbe, Tajikistan.

Training Delivery:

The training was a three day event which was conducted from **22 to 25 of November, 2011**. It was conducted by an expert trainer from RC who has conducted numerous similar trainings before.

RC's trainings start with a short pre-test which gauges the existing knowledge and capabilities of the participants about the ideas and concepts to be delivered during the training. There is a post-test conducted at the end of the training which contains different questions but ask about similar concepts asked in the pre-test. This is aimed at comparing the participants' knowledge of the ideas discussed in the training workshop before the training and after they participated in the training.

Different training participatory methodologies were used during the training in order to enable the participants gain maximum benefit from the workshop and also share their experiences with one another, so that they not only learn from the trainers but also from each other.

Topics Covered In this Workshop

- *Understanding Proposals*
- *The Proposal Writing Process*
- *Types of Proposals*
- *About Requests for Proposals*
- *Identifying Your Purpose and Your Audience*
- *Performing a Needs Analysis*
- *Preparing An Outline*
- *Creating a Framework*
- *Getting Down to Details*

- *Identifying Resources*
- *Organizing Your Information*
- *Writing Skills*
- *Building to Conclusions*
- *Writing the Proposal*
- *Educating the Evaluator*
- *Ghosting the Competition*
- *Using Illustrations*
- *Checking for Readability*
- *Checking for Clarity*
- *Proofreading and Editing*
- *Editing Techniques*
- *Checking the Facts*
- *Adding the Final Touches*
- *Creating the Final Package*

Participating Organization(s):

In this workshop the participants were from HealthNet TPO.

Workshop Evaluation:

Part of RC's efforts to continuously improve its performance and the quality of its services, an end of workshop evaluation is conducted which is filled by training participants. In this evaluation different questions about their impressions of the training event, the contents of the workshop delivered and the overall management of the workshop by RC. Participants rank the statements on a scale of 1 to 5 (from strongly agree to strongly disagree). There is also space for participants to express their own view and comments about the training experience apart from the questions asked by RC.

The following graph shows a summary of the feedback participants of the training on Project Proposal Writing provided at the end of the program.

