



# ELD TRAINING

empowerment  
learning  
development

## DISTANCE TRAINING PROGRAM: PROJECT PROPOSAL WRITING

**Duration:** Up to 5 months (around 10 hours study time per month)

**Fee:** 800 USD

The Project Proposal Writing DTP is a five-module Distance Training Program for development professionals whose work requires creating persuasive proposals that get results. This program makes Project Proposal Writing training accessible to those who would not usually have the opportunity to attend a face-to-face training course, and has the added benefit of one-to-one tutor feedback and guidance.

During this program you will learn the process of developing proposals and how to:

- Analyze the situation (problems, stakeholders, risks and objectives)
- Develop a strategy
- Build a Logical Framework
- Develop an M&E plan
- Plan the proposal
- Write more clearly and organize your ideas and analysis effectively
- Draft and edit your proposals for impact

The core modules are as follows:

- Module One: Course Introduction & Introduction to Professional Writing
- Module Two: The Logical Framework Approach
- Module Three: Planning the Proposal
- Module Four: Writing Skills: Clarity & Organization / Drafting the Proposal
- Module Five: Style, Design & Editing Skills

*"I feel honored you were my trainer and mentor on this on-line course on Project Proposal Writing. The professional support and guidance that you have provided to me throughout has been invaluable."*

Distance Training Programs (DTP) allow staff who cannot attend a face-to-face training to learn the same skills through tutored self-study. Once enrolled, participants receive the course materials by download and can also correspond with their tutors by email and Skype.

Not all people are suited to Distance Training, as it does require a longer-term commitment than face-to-face training. However, many organizations and participants choose Distance Training Programs because of their unique advantages:

- **Flexibility** - choose when you want to study, and take your work with you into the field
- **Time** - there's no need to take a week away from the project to attend a training course
- **Affordability** - a DTP costs much less than attending a training course, and there are no airfares and hotels to budget for
- **Personal Feedback** - you are working on your own extended assignments and getting feedback on work you alone have produced

Each course module has inputs and controlled exercises - tasks which are followed by suggested answers or discussion of the points raised. At the end of each module, participants are required to submit a task for evaluation.

Each participant has a dedicated tutor. The tutor's role is to give written feedback on assignments, as well as to answer any relevant course-related questions via email or Skype.

Each hand-in assignment contributes towards the overall grade, and at the end of the program a certificate is awarded. After three months participants are asked to send a follow-up assignment for feedback.

Enrollment is simple: download the application form, pay the enrollment fee and we send your training materials after which you can start the course immediately. The fee covers:

- All training materials by electronic download
- Personal feedback from your tutor for your hand-in assignments (one assignment per module)
- ELD certificate on completion

