

NOTICE

About enrolling the course “Project Proposal Writing Skills”

Dear friends and colleagues,

Pursuant to the regulations of Social Development Training Center (SDTC); with the consent of Ton Duc Thang University, SDTC is going to organize the course “*Project Proposal Writing Skills*” with the following information:

❖ **Time:** 13 – 15, July, 2010

Morning: 08h00 – 11h30

Afternoon: 13h30 – 17h00

❖ **Venue:** Ton Duc Thang University, 98 Ngo Tat To St., Binh Thanh Dist., HCMC

AIMS & OBJECTIVES:

This training aims to provide participants with the skills and knowledge to write the project proposal.

After completion of this training the participants should be able to:

- Develop a project proposal with the log frame
- Write a project proposal with the good structure

TARGET PARTICIPANTS:

The course is designed for project officers, project managers, project staff and other interested people...

SCHEDULE & CONTENT:

Day	Time	Content
Day 1 July 13 rd , 2010	08h00 – 17h00	<ul style="list-style-type: none">• Welcome participants.• Find out participants' expectations.• Concept of the project and the components of the project based on the Logical Log frame• Task Preparation before writing the project proposal• Analyze problems with the problem tree method• Develop the objective tree• Concept of Log frame• Build long-term objectives and short-term objectives

<p style="text-align: center;">Day 2 July 14th, 2010</p>	<p style="text-align: center;">8h00 – 17h00</p>	<ul style="list-style-type: none"> • Develop the project’s outputs • Develop the objective indicators, the output indicators, and the source of verification • Develop the project’s activities • Develop the assumptions • Some tips on writing a project proposal • Understand the sponsors • Develop Goals and objectives
<p style="text-align: center;">Day 3 July 15th, 2010</p>	<p style="text-align: center;">08h00 – 17h00</p>	<ul style="list-style-type: none"> • The structure of a project proposal • Write a project proposal based on CROP • Write the summary of a project proposal • Write the background of a project proposal • Write the body of a project proposal and how to write the implementation process

TRAINER’S BACKGROUND:

Expert: Le Dai Tri

Mr. Tri has over 15 years project management experience working in a variety of areas including Project Assessment, Project Management, Project Monitoring and Evaluation, Participatory Project Planning, Communication Strategies, Strategic Planning, Health Education, Participatory Research and Training. His practical experience comes from working with community-based projects and advising INGOs. Mr. Tri is known to many for his active and exciting teaching style, and especially for his drawings, and funny and meaningful stories. His easy-going demeanour makes him a favourite teacher to all.

❖ **Legality:** Trainees will be offered a certificate provided by Ton Duc Thang University if they finish the examination at-the-end of the course.

❖ **Tuition policy:**

- Local social organizations: pay 5 USD/ day.
- Other individuals and organizations: pay 18 USD/ day (discount 20% for student).
- Costs for certificate: 6 USD (Applied from 01st June 2010)

For enquiries and registration, please contact

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Registration deadline: July 07th 2010

Sincerely,

(has signed)

MA. Tang Huu Tan

Director of SDTC