

# ANNOUNCEMENT

## “PROJECT PROPOSAL WRITING SKILLS” TRAINING COURSE

*Ha Noi, 02 - 05 May 2012*

### 1. COURSE INFORMATION

**Time :** 02 - 05/05/2012 (4 days)

Morning: 08:00 – 11:30; Afternoon: 13:30 – 17:00

**Venue:** Cultural House of Yen Phu Ward, 1/15 Alley  
189, An Duong St., Tay Ho, **HA NOI**

**Language:** Vietnamese

**Trainer:** Expert LE DAI TRI

### 2. TRAINING FEE

**550,000 VND/ day** (Including documents, study equipments; tea-break).

Certificate fee: **150,000 VND**

**Local civil social staff will be discount 10% tuition** (excluding certificate).

### 3. AIMS AND 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

**FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT:**

Via email:

**Social Development Training Center (SDTC)**

Room B009, Ton Duc Thang University

Nguyen Huu Tho St., Dist., 7, HCMC

Mr. Bao – 093 797 5445 – ĐT: (08) 2242 6789

Email: [sdtc@tdt.edu.vn](mailto:sdtc@tdt.edu.vn) or [trungbao2011@gmail.com](mailto:trungbao2011@gmail.com)

Website: <http://sdtc.tdt.edu.vn>

Direct registration:

**Research and Development Center for Physical – Psychological – Intellectual Health (RCPIH)**

Cultural House of Yen Phu Ward, 1/15 Alley 189,  
An Duong St., Tay Ho, Ha Noi

Ms. Huyen – 0904 606 965

**Deadline for registration: 17 April 2012**



#### 4. CONTENT

Date	Content
02 May	<ul style="list-style-type: none"><li>• Concept of the project and the components of the project based on the Logical Log frame</li><li>• Task Preparation before writing the project proposal</li><li>• Analyze problems with the problem tree method</li><li>• Develop the objective tree</li><li>• Concept of Log frame</li></ul>
03 May	<ul style="list-style-type: none"><li>• Build long-term objectives and short-term objectives</li><li>• Develop the project's outputs</li><li>• Develop the objective indicators, the output indicators, and the source of verification</li><li>• Develop the project's activities</li></ul>
04 May	<ul style="list-style-type: none"><li>• Develop the assumptions</li><li>• Some tips on writing a project proposal</li><li>• Understand the sponsors</li><li>• The structure of a project proposal</li><li>• Write a project proposal based on CROP</li></ul>
05 May	<ul style="list-style-type: none"><li>• Write the summary of a project proposal</li><li>• Write the background of a project proposal</li><li>• Write the body of a project proposal and how to write the implementation process</li></ul>

#### 5. TRAINER INFORMATION: Expert LE ĐAI TRI

- Mr. Tri has over 20 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...
- 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.