**Note: This is a template/ guide for Assignment #1. Please delete and replace the information in the brackets with your own information. Also remove the brackets.**

Title of Assignment

[First and Last Name]

Dr. Marilyn Carroll

BUS 407- Training and Development

[Date]

Training Proposal for a Small Business

**Introduction**

[ Imagine you are a training consultant for a small business. In this section of your paper, simply summarize in a paragraph or two which company you are choosing to complete for this assignment. Be sure to state the exact company and what’s going on in the company (problems that training can solve). Then summarize (in one to two sentences) what you will be discussing throughout your paper.]

**Analysis**

[This section requires you to analyze key elements of training and development geared toward improving the performance of the specific small business for which you are consulting. This should place you in the mind of doing the analysis part of the ADDIE process. Focus on the needs analysis phase for this section (the Training Needs Analysis or TNA) relative to the company’s performance. Identify gaps in performance and how training can be used to fill these gaps. See Chapter 4 for additional information.]

**Potential Challenges**

[This section requires you to predict three to five potential challenges that the managers or owners of the business could face in addressing organizational performance. First look at how the small business is performing; then look at the expected performance and identify the gaps. What could happen if these performance issues are not addressed? See chapter 4 for additional information.]

**Effects of Detecting Organizational Gaps**

[This section requires you to justify the effects of detecting organizational gaps and provide examples to explain your rationale. I suggest conducting additional research on other small companies that can be used to support your rationale. See Chapter 4 for additional information.]

Competitive Training Strategy

[In this section, simply provided a proposal of a competitive training strategy that will improve the position of the business in the market. The strategy should have an agenda of training activities, rationale for instructional strategies used, and the return on investment that will be gained from the strategy you have developed. Some sample section headers are below to help structure your thoughts. See Chapter 2 for additional details.]

**Agenda Activities**

**Rationale for Instructional Strategies**

**Return on Investment**

Summary

[Use this section to summarize the paper and stress the strategy suggested and the expected return on investment for the small business owner.]

REFERENCES

[**Note**: Remove this writing once you insert your references. Three quality references should be listed on this page using Strayer Writing Standards]