

PROPOSAL TITLE:

**INSTITUT KEUSAHAWANAN NEGARA
REQUEST FOR PROPOSAL FORMAT**

FOR E-BOARD TIKTOK TRAINING & COACHING

PART A: COMPANY PROFILE (20%)

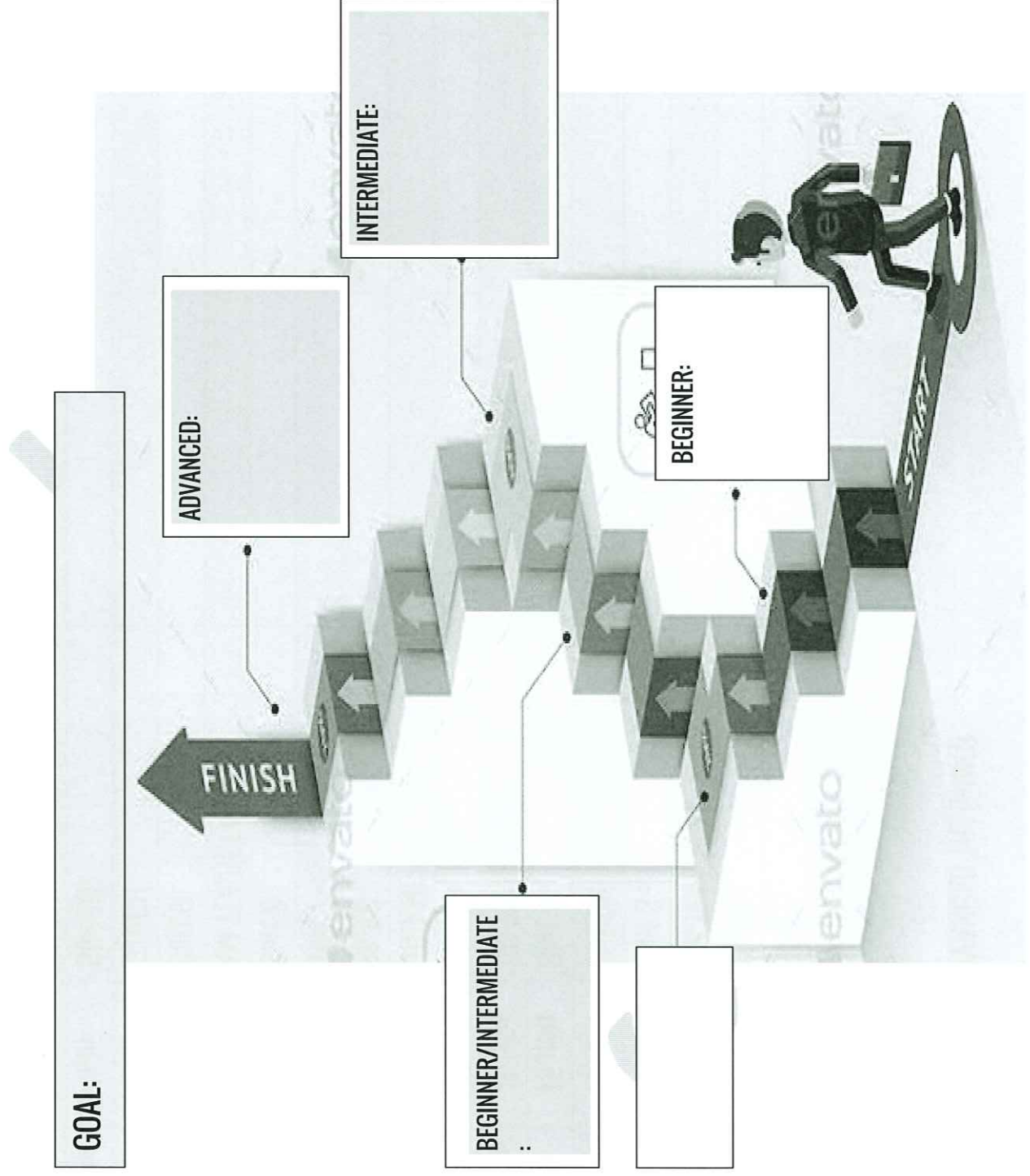
Company Name	:	
Registration No	:	
Year Incorporated	:	
Type of Business Activity	:	1.
Industry	:	
Address & Phone No	:	
Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience	:	1.
Trainers Line up & Specialisation, Highest Academic Qualifications & Working Experience	:	1. Name Education Position Experience
	:	2. Name Education Position Experience

PART B: PROGRAMME SPESIFICATIONS, TENTATIVE, INSTRUCTIONAL GUIDE & OUTCOMES (60%)

i. PROGRAMME SPECIFICATIONS

Programme	:	E-Board TikTok Training & Coaching
Code	:	EBT201
Mode	:	Training & Coaching
Platform	:	TikTok
*Level (please stated based on proposed module)	:	1.
Duration	:	3 months: (1x advanced training - based on platform chosen) - 2 days (6x coaching sessions within 3 months) 1 session = 4 hours
*Learning Objective (s)	:	Participants gain an in-depth understanding of the technical know-hows in digital marketing through the TikTok online platform resulting in an increase in sales from thorough handholding by coaches
Expected Outcomes (s)	:	Participants' increase in sales
*Target Participant	:	30 pax/per session (May vary depending on the number of participants funnelled to the platform)
*Pre requisite (if any)	:	
*Special requirements?		
Module Content(s)	:	(Depends on the platform chosen)

EXAMPLE: PLANNING TIMELINE ROADMAP



iii. INSTRUCTIONAL GUIDE (IX ADVANCED TRAINING)

SLOT	TIME	DURATION	TITLE	LEARNING OUTCOME	ACTIVITY	MATERIAL
	0830-0900 am	30 min	REGISTRATION			
1	0830-0900 am	30 min	Slot 1 :		•	•
2	0900-1000 am	60 min	Slot 2 :		•	•
	1000-1015 am	15 min	AM TEA BREAK			
3	1015-0100 pm	195 min	Slot 3 :		•	•
	0100-0215 pm	75 min	LUNCH			
4	0215-0330 pm	75 min	Slot 4 :		•	•
	0330-0345 pm	15 min	PM TEA BREAK			
5	0345-0530 pm	135 min	Slot 5 :		•	
	0700-0800 pm	120 min	DINNER			
6	0800-1030 pm	150 min	Slot 6 :		•	•
7	0830-0900 am	30 min	Slot 7 :		•	•
8	0900-1000 am	60 min	Slot 8 :		•	•
	1000-1015 am	15 min	AM TEA BREAK			
9	1030-0100 pm	180 min	Slot 9 :		•	•
	0100-0215 pm	75 min	LUNCH			
10	0215-0330 pm	75 min	Slot 10 :		•	•
	0330-0345 pm	15 min	PM TEA BREAK			
11	0345-0530 pm	135 min	Slot 11 :		• Pre Post Test	

TIME	SESSION 5	TIME	SESSION 6
1 st Hour	REVIEW PROGRESS OF PARTICIPANTS (progress and achievement on TikTok platform - page/ads/channel, viewers, likes, followers, subscribers)	1 st Hour	MODULE 5: MODULE 6:
2 nd Hour		2 nd Hour	
3 rd Hour		3 rd Hour	
4 th Hour		4 th Hour	
TIME	SESSION 2	TIME	SESSION 4

**This programme tentative is just a guide. Any changes is subject to your actual module delivery*

Last year turnover (2018)	:	RM XXXXXX
Full Employee(s)	:	
Experience in industry (consultants & trainers)	:	
Experience in training	:	XX years
Track Record	:	<u>Business to Consumer (B2C)</u> 1. 2. <u>Business to Business (B2B)</u> 1. 2. TikTok Account / URL: 1.

Details Trainer/Coach/ Highest Academic & social media accounts (Linkedin, FB, & Instagram) *please attached with trainers photo	Main Trainer/ Coach : 2nd Trainer/ Coach / Assistant 3rd Trainer/ Coach/ Assistant
Number of Team Members	:
*Make your pitch, why this module is important to entrepreneurs and how it can help/support them to improve their daily operations. (Not more than 50 words & avoid generic itches)	:

As a guideline for entrepreneurs, we recommend you to include (in the form of a road map as an example in page 5) to enable participants, to see clearly how your module will help them. Also what other related modules that will help them to complete the course.

ii. PROGRAMME TENTATIVE (1X ADVANCED TRAINING)

TIME	DAY 1	DAY 2
0830-0900 am	REGISTRATION	
0900-1000 am	SLOT 1 :	SLOT 8 :
1000-1030 am	BREAK	BREAK
1030-1130 am	SLOT 2 :	SLOT 9 :
1130-1230 nn	SLOT 3 :	SLOT 10 :
1230-0100 pm	SLOT 4 :	SLOT 11:
0100-0215 pm	LUNCH	LUNCH
0215-0330 pm	SLOT 5 :	SLOT 12 :
0330-0400 pm	BREAK	BREAK
0400-0530 pm	SLOT 6 :	SLOT 13 :
		PROGRAMME END

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V. INSTRUCTIONAL GUIDE (6X COACHING)

SESSION	TIME	DURATION	TITLE/TOPIC	LEARNING OUTCOME	ACTIVITY	MATERIAL
1		4 hrs				
2		4 hrs				
3		4 hrs				
4		4 hrs				
5		4 hrs				
6		4 hrs				

PART C : PROPOSED COSTING (20%)

NO	ITEM	COST PER PAX (RM)
1	Coaching Delivery Fee (Include training materials and assistants' cost: if applicable)	
Total RM		

Cost per head RMXXXX

Note: The costing is subject to further negotiation

