

TABLE 6.1. THE SOLUTION PROPOSAL FORMAT

1. Identify the business driver or need and the related execution gap.
 2. Identify root causes of the execution gap.
 3. Identify relevant performance readiness needs (training and nontraining).
 4. Present preferred and alternative training and performance solutions to the client.¹
 - (a) Guiding objectives and measures for performance readiness (training and nontraining), execution in the work setting, and business outcome
 - (b) Preferred solution
 - (c) Pre-engagement action
 - (d) How preferred solution focuses on root cause
 - (e) How preferred solution addresses old habits (if they are a potential issue)
 - (f) How preferred solution addresses performer confidence
 - (g) How preferred solution addresses each performance readiness need identified and significance of addressing each need to achieve desired performance result
 - (h) The delivery teaching techniques and time spaced requirements
 - (i) Transfer action and strategy (or a compelling reason we do not need it)
 - (j) The expected benefits and outcomes that should result from preferred solution
 - (k) Per-person cost of the solution, total budget, and how costs are charged
 - (l) Key support resources required
 - (m) Delivery and follow-up preferences and constraints
 - (n) Concerns about the delivery and execution in the work setting
 5. Identify additional client support required.
 6. Use client input and estimating to forecast the ROI if required.
 7. Summarize recommended approach for rapid verification of results.
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¹Consider the best strategy to briefly present the alternative solutions and then focus on the preferred solution.