

REQUEST FOR PROPOSAL (RFP)

1) COMPANY INFORMATION

| | | |
|-------------------------------------|---|--|
| Company Name & Registration Number | : | |
| Contact Person (Name & Designation) | : | |
| Email Address | : | |
| Phone No. | : | |

2) PROJECT OVERVIEW

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|------------------------|---|--|
| Project Title | : | MAKING QUALITY DATA DRIVEN DECISIONS |
| Project Description | : | This comprehensive two-day programme will empower participants to leverage data insights to drive strategic decision-making and achieve their organisational goals |
| Target Audience | : | Middle and Senior Executives |
| Desired Training Dates | : | TBA |
| Number of Participants | : | 25 – 30 pax |
| Location | : | SCOPE |

3) TRAINING REQUIREMENTS

| | | |
|----------------------------------|---|---|
| Specific Skills / Knowledge | : | |
| Desired Training Format | : | In-person |
| Assessment Method | : | Pre & Post Assessment |
| Expected Outcomes & Deliverables | : | <p>Key takeaways:</p> <ul style="list-style-type: none"> • understand different types of data: gain clarity on data sources, types, and limitations, • fundamentals of data driven decision-making: grasp the core principles, benefits, and challenges associated with data-driven approaches, • data analysis skills: develop practical skills in data analysis using popular tools and techniques, including data wrangling, visualisation, and statistical analysis, • effective data communication: learn to effectively communicate data insights to stakeholders using clear, concise, and compelling visualisations and storytelling techniques, and • integrate data into decision-making processes: a framework for incorporating data-driven insights into your decision-making workflows, leading to improved outcomes. |

4) TRAINER QUALIFICATIONS

a) Personal Details

| | | |
|-------------|---|--|
| Name | : | |
| Nationality | : | |

| | | |
|-----------------------|---|--|
| IC / Passport No | : | |
| Race | : | |
| Mobile no. | : | |
| Email | : | |
| TTT Certification No. | : | |

b) Academic Qualifications

| | | |
|----------------------------|---|--|
| Qualification | : | |
| Name of Academic Institute | : | |
| Year Awarded | : | |

c) Professional Qualifications

| | | |
|----------------------------|---|--|
| Professional Qualification | : | |
| Certificate Body | : | |
| Year Awarded | : | |

d) Years of Career Experience

| | | |
|------------------|---|--|
| Previous Company | : | |
|------------------|---|--|

| | | |
|------------------|---|--|
| Position | : | |
| Year (From & To) | : | |

e) Training Experience

| | | |
|--|---|--|
| No. of training Conducted (Attach list of trainings conducted) | : | |
| Year (From & To) | : | |

5) PROPOSAL SUBMISSION

| | | |
|-----------------------------------|---|----------------------------|
| Deadline for Submitting Proposals | : | 8 th March 2024 |
| Submission Format | : | E-mail |

6) ADDITIONAL INFORMATION

- Include any additional information that may be relevant to the project

Thank you for your interest in our project. We look forward to receiving your proposal and quotation.

Contact Information:

Please direct all questions and inquiries to:

- 1) Mr. Claudius Mitchell Hamarah (claudius@scope.net.my)
- 2) Ms. Husna Nadia Binti Abg Sapri (husna@scope.net.my)