

ONYX ONLINE  
EDUCATION, LLC

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# WRITE WELL UNIVERSITY™

Online Professional  
Development Training



Write Well University™ - Corporate Training Division

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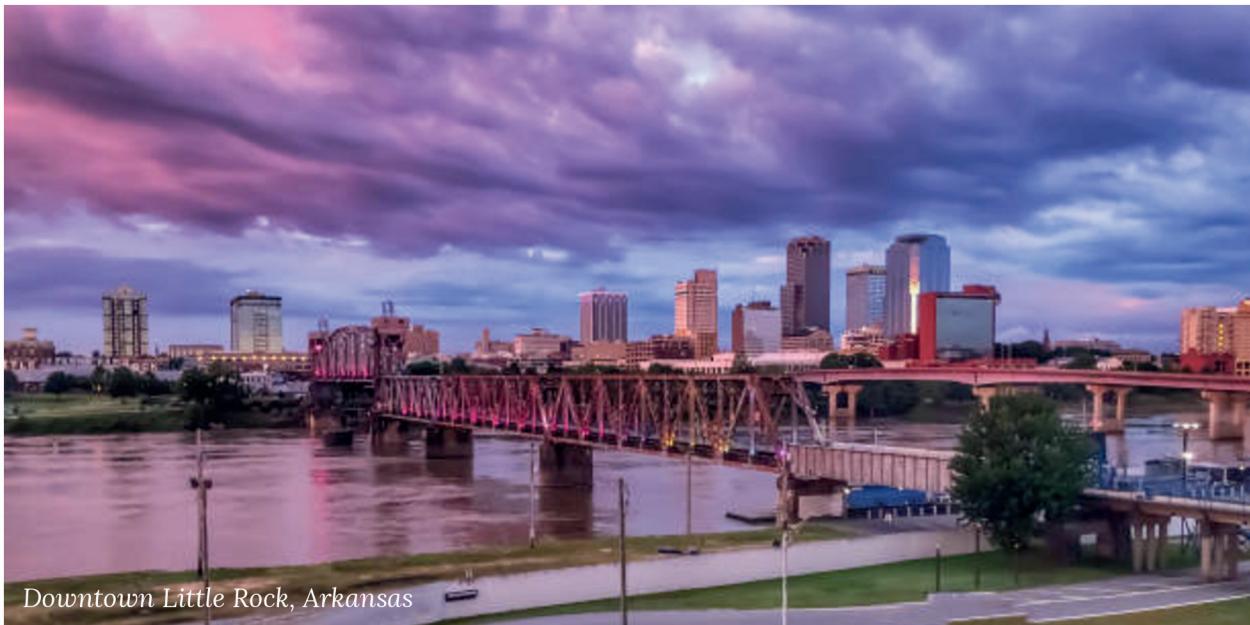
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Little Rock, AR 72203



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# About Us



**Write Well University™ is pleased to provide this proposal for corporate training services.** Our online professional development courses help organizations strengthen communication, improve workplace writing, enhance digital competencies, and prepare employees for modern AI-assisted workflows.

All courses are self-paced, accessible 24/7, and designed to support employees at all skill levels. Certificates are automatically issued upon 100% course completion, making our programs ideal for compliance, performance reviews, and workforce development initiatives.

**Our training solutions, pricing structure, access terms, and next steps for implementation are hereby presented for your review.**

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# Training Objectives

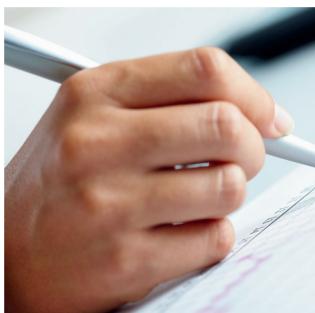
**Write Well University's™** corporate courses are designed to deliver measurable improvements in communication quality across departments. Although we cannot guarantee specific results, participants often report increased knowledge and skill at the end of training, which in turn leads to better workplace performance.

**Our courses help your organization meet the following communication goals:**

- Improve the clarity, accuracy, and professionalism of internal and external communication
- Strengthen employee writing, editing, proofreading, and digital communication skills
- Reduce workplace errors and improve quality control
- Enhance productivity through better writing, communication, and AI prompt engineering skills
- Support employee development, retention, and ongoing performance improvement



# Training Overview



## Curriculum

### Each course includes:

- Video-based instruction
- Lecture slides
- Interactive exercises and quizzes
- Practical application tips
- Real-world examples
- Certificate of Completion
- Bonus eBook download

## Delivery Format

- 100% online, self-paced
- Audio-visual lessons
- Certificate issued automatically at 100% completion
- Hosted on Write Well University's™ secure LMS

## Access Tiers

(Choose one)

- **3-Day Intensive:** High-impact professional development sessions
- **90-Day Standard:** Most popular option—ideal for standard training cycles
- **6 or 12-Month Learning License:** Perfect for cohorts (by department and ongoing onboarding)

## Course Experience

### Participants receive:

- Easy login instructions
- 24/7 course access
- Progress tracking
- Instant completion certificate download
- Bonus eBook

## Self-Paced Lessons

- No live class meetings
- Q&A Discussion board available for student and instructor interaction
- Instructor available via email and discussion board



# Training Solutions

## Single Courses

**Write Well University™** provides high-quality, on-demand corporate training designed to strengthen workplace writing, communication, and digital competencies.

### Professional Writing • Communication • Editing • AI Readiness

#### Grammar Essentials

##### Jumpstart

A foundational course that strengthens core grammar skills for clear, professional workplace communication.

#### Copyediting Basics 101

A practical introduction to copyediting that explores grammar, AP style, editing judgment, and workflow processes.

#### Inclusive Workplace Writing

A communication course that teaches employees how to avoid biased language and write inclusively through respectful, culturally aware writing.

#### Business Grammar Essentials

An advanced grammar course focused on business usage, including capitalization, abbreviations, numbers, word choice, and clarity.

#### Grant Writing Essentials

A full introduction to the grant-writing process, including proposal structure, logic models, required components, and common mistakes to avoid.

#### SEO Essentials for Social Media

A digital marketing course that teaches employees how to use SEO on social platforms to increase content visibility, improve engagement, and support brand growth.

#### Workplace Grammar & Style

A comprehensive writing course that blends grammar instruction with sentence structure, writing style, tone, and clarity.

#### Smarty Pants Vocabulary

A fun, effective vocabulary-building course that enhances communication and improves writing clarity through advanced word usage.

#### Prompt Writing Essentials

A modern AI-readiness course that teaches employees how to write effective prompts for ChatGPT, Gemini, and other AI tools.

#### Proofreading Skill Builder

A course that trains employees to detect and correct errors before documents are shared with customers or stakeholders.

#### Public Speaking Skills & Drills

A course to help employees build confidence, calm speaking anxiety, and improve articulation to deliver effective presentations.

#### High-Impact Business

##### Writing Skills

A style refinement course for developing streamlined, clear, and persuasive professional communication.

## Full Course Catalog



# Pricing List

## Single Courses



## Corporate Package & Admin Fees

A one-time fee per contract covering setup, enrollment, reporting, and support:

- **1-10 seats** = \$500
- **11-50 seats** = \$1,500
- **51-150 seats** = \$4,000
- **151-500 seats** = \$7,500
- **501+ seats** = \$10,000

### Package Fee Covers:

- ✓ LMS hosting & setup
- ✓ HR/procurement documentation
- ✓ Progress reporting
- ✓ Completion certificates
- ✓ Dedicated support
- ✓ 15-minute call (Optional)

Number of Participants (Seats)	3-Day Intensive	90-Day Access
1-10	\$475	\$575
11-50	\$400	\$500
51-100	\$375	\$475
101-500+	\$300	\$395

Available for 3-Day or 90-Day Access

- Grammar Essentials Jumpstart
- Business Grammar Essentials
- Workplace Grammar & Style
- Proofreading Skill Builder
- Copyediting Basics 101
- Grant Writing Essentials
- Smarty Pants Vocabulary
- Public Speaking Skills & Drills
- Inclusive Workplace Writing
- SEO Essentials for Social Media
- Prompt Writing Essentials
- High-Impact Business Writing Skills



# Training Solutions

## Course Bundle Packages

**Write Well University™** provides high-quality, on-demand corporate training designed to strengthen workplace writing, communication, and digital competencies.

### PACKAGE A: Core Workplace Writing

- Grammar Essentials Jumpstart PRO
- Business Grammar Essentials PRO
- Workplace Grammar & Style PRO

### PACKAGE B: Professional Writing

- Proofreading Skill Builder PRO
- Copyediting Basics 101 PRO
- Grant Writing Essentials PRO

### PACKAGE C: Communication

- Public Speaking Skills & Drills PRO
- Smarty Pants Vocabulary Builders PRO
- Inclusive Workplace Writing PRO

### PACKAGE D: AI & Digital Skills

- Prompt Writing Essentials PRO
- SEO Essentials for Social Media PRO
- High-Impact Business Writing Skills PRO

### OUTCOMES:

- Produce cleaner communication with fewer revisions, saving time and reducing errors.
- Strengthen quality control, reduce errors before publication, and support brand consistency.
- Communicate respectfully with confidence and professionalism.
- Improve chances of securing funding by producing compelling proposals and documents.
- Gain essential AI + digital communication skills needed for modern workplaces.

## Full Course Catalog



# Pricing List

## Course Bundles



### Training fees based on:

- Number of seats (participants)
- 25-seat minimum
- Access tier (e.g., 3-day, 90-day, 6/12-month)
- Course bundle selection
- Corporate package fee

### Corporate Bundle Package & Admin Fees

A one-time fee per contract covering setup, enrollment, reporting, and support:

- 25-50 seats = \$1,250
- 51-150 seats = \$2,500
- 151-500 seats = \$5,000
- 501+ seats = \$7,500

#### Package Fee Covers:

- ✓ LMS hosting & setup
- ✓ HR/procurement documentation
- ✓ Progress reporting
- ✓ Completion certificates
- ✓ Dedicated support
- ✓ 15-minute call (Optional)

Available for  
3-Day, 90-Day,  
6/12-Month  
Access

- Grammar Essentials Jumpstart
- Business Grammar Essentials
- Workplace Grammar & Style
- Proofreading Skill Builder
- Copyediting Basics 101
- Grant Writing Essentials
- Smarty Pants Vocabulary
- Public Speaking Skills & Drills
- Inclusive Workplace Writing
- SEO Essentials for Social Media
- Prompt Writing Essentials
- High-Impact Business Writing Skills

Number of Courses	3-Day Intensive (Per seat)	90-Day Access (Per seat)	6/12-Month Access (Per seat)
2	\$375	\$450	\$575
3	\$475	\$650	\$875

#### Bundle Enrollment Terms:

- All bundle packages require a **25-seat minimum.**\*\*
- If offered, a **5% discount** begins at **50+ seats** off invoice subtotal.



# Implementation Timeline

The **Write Well University™** team specializes in **fast turnarounds** to deliver the products you have paid for as quickly as possible, within hours of receipt of payment.

**However, the overall timeframe for enrolling participants in the training depends on the prompt cooperation of the sponsoring organization.**

- **STEP 1:** Contract approval and payment
- **STEP 2:** Setup of LMS access and onboarding materials
- **STEP 3:** Delivery of enrollment instructions
- **STEP 4:** Training completed within the access window
- **STEP 5:** Certificates automatically generated

## Your Organization Will Receive:

- Detailed onboarding instructions
- Progress reporting (as requested)
- Support for login or access issues

## Corporate Responsibilities

*Your organization agrees to:*

- Provide accurate participant names and email addresses
- Ensure that each participant uses their unique login
- Communicate deadlines and expectations to employees
- Confirm acceptance of course access terms
- Submit payment prior to receiving course access



# Terms & Conditions



- In addition to this proposal, please see the contract (letter of agreement) for full terms and conditions.
- All course content is protected by copyright and may not be duplicated, shared, or redistributed.
- Access is valid only for the contracted period (i.e., 3 Days, 90 Days, 6 or 12 Months).
- Seats are non-transferable once assigned.
- Certificates require full 100% course completion.
- Refund policies are outlined in the contract letter of agreement.
- Additional fees apply for changes to the enrollment roster after activation.



# Proposal Acceptance



By signing below, your organization agrees to the training scope, pricing, and terms outlined in this proposal.

**Authorized Representative:**

• Name: \_\_\_\_\_

• Title: \_\_\_\_\_

• Organization: \_\_\_\_\_

• Signature: \_\_\_\_\_

• Date: \_\_\_\_\_

**Final Steps:**

- Sign the contract
- Pay the invoice
- Receive enrollment instructions



# THANK YOU!

