

Basic Staff Training Proposal

Proposal Date: _____

Prepared by: _____

Department: _____

1. Introduction

Briefly describe the background, need, and objectives for the proposed staff training.

2. Training Objectives

- Objective 1
- Objective 2
- Objective 3

3. Target Participants

Specify the group(s) of staff who will participate in the training.

4. Training Content / Modules

- Module 1: _____
- Module 2: _____
- Module 3: _____

5. Training Methodology

Briefly describe the methods and tools that will be utilized (e.g. lectures, workshops, group discussions).

6. Training Schedule

Provide a proposed date(s), duration, and location for the training.

7. Resources Required

- Trainer(s)
- Training materials
- Venue and equipment

8. Budget Estimate

Outline the estimated costs for the training (if applicable).

9. Expected Outcomes

Explain the benefits and expected results of the training.

10. Approval

Signatures:

Prepared by

Approved by