

# 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