

Corporate Training Proposal Template

For Workforce Skill Enhancement

Date:

Enter date

Prepared by:

Name / Organization

Prepared for:

Client Company / Department

1. Executive Summary

Brief overview of the training proposal

2. Objectives

List key objectives for the workforce skill enhancement

3. Training Needs Assessment

Describe current workforce needs and areas for improvement

4. Proposed Training Programs

Program Title	Description	Duration	Format
e.g. Leadership Skills	Brief details	e.g. 2 days	e.g. Onsite / Online

5. Methodology

Outline training approach, tools, and techniques

6. Expected Outcomes

List the skills/competencies to be gained

7. Implementation Timeline

Provide a timeline or project milestones

8. Budget Estimate

Item	Description	Cost
_____	_____	_____
_____	_____	_____

9. Evaluation & Follow-Up

Describe the process for evaluating training effectiveness

Prepared by

Approved by