

Internal Employee Training Proposal

Date:

Prepared by:

Department:

Proposed Training Title:

1. Objective

2. Target Audience

3. Training Topics / Skills Covered

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4. Proposed Training Format

5. Duration & Schedule

6. Anticipated Outcomes

- _____
- _____

7. Resources Needed

8. Budget Estimation (if applicable)

9. Approval

Name: _____

Signature: _____

Date: _____