

# Organizational Training Proposal Template

## 1. Organization Information

Organization Name:

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Department/Team:

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Contact Person:

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Date:

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## 2. Proposed Training Overview

Training Title:

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Training Objectives:

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Target Audience (Roles/Teams):

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Number of Participants:

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## 3. Training Details

Proposed Dates/Duration:

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Location (On-site/Remote/Other):

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Training Method (Workshop, eLearning, On-the-job, etc):

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Brief Description of Training Content:

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#### 4. Learning Outcomes & Competencies

Outcome / Competency	Measurement Criteria

#### 5. Required Resources

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#### 6. Estimated Budget

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#### 7. Approval

Prepared By

Approved By

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Date of Approval:

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