

Organizational Training Proposal Template

1. Organization Information

Organization Name:

Department/Team:

Contact Person:

Date:

2. Proposed Training Overview

Training Title:

Training Objectives:

Target Audience (Roles/Teams):

Number of Participants:

3. Training Details

Proposed Dates/Duration:

Location (On-site/Remote/Other):

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

Brief Description of Training Content:

4. Learning Outcomes & Competencies

Outcome / Competency	Measurement Criteria

5. Required Resources

6. Estimated Budget

7. Approval

Prepared By

Approved By

Date of Approval:
