

Blank Staff Training Program Proposal

1. General Information

Program Title:

Department/Team:

Prepared by:

Date:

2. Purpose and Objectives

Purpose of Training Program:

Key Objectives:

3. Target Audience

4. Program Overview

Training Topics:

Duration and Schedule:

Format/Method (e.g. in-person, virtual, etc.):

5. Resources and Materials

6. Trainers/Facilitators**7. Evaluation and Measurement of Success****8. Budget (if applicable)****9. Approval**

Name / Signature:

Date: