

# 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: