

Workplace Training Proposal Template for Talent Advancement

Proposal Title:

Enter proposal title

Date:

Enter date

Prepared by:

Name and position

1. Executive Summary

2. Objectives

- Objective 1
- Objective 2
- Objective 3

3. Target Audience

4. Training Overview

1. Training Topic 1
2. Training Topic 2
3. Training Topic 3

5. Delivery Methods

- In-person / Virtual / Hybrid
- Workshops
- E-learning Modules

6. Proposed Schedule

Session	Date	Duration	Facilitator
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7. Budget Estimate

Item	Description	Estimated Cost

8. Success Metrics & Evaluation

9. Approvals

- Name:
- Signature:
- Date: