

# Workplace Training Proposal Template for Talent Advancement

Proposal Title:

Enter proposal title

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Date:

Enter date

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Prepared by:

Name and position

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## 1. Executive Summary

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## 2. Objectives

- Objective 1
- Objective 2
- Objective 3

## 3. Target Audience

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## 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

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## 9. Approvals

- Name:
- Signature:
- Date: