

Corporate Training Seminar Proposal Form

Title of Training Seminar: _____

Proposed by (Department): _____

Contact Email and Phone: _____

Submission Date: _____

1. Objective and Business Impact

- Primary Training Objective:

- Intended Impact on Business Performance:

2. Participants and Roles

- Target Audience (e.g., managers, new hires):

- Expected Number of Participants: _____

3. Seminar Content and Modules

Module	Trainer's Name	Duration (hours)	Learning Objectives

4. Estimated Cost and Resources

- Total Cost Estimate: _____
- Resources Required (check applicable):
 - Catering

- **Training Materials**
- **Venue Rental**
- **Technology Support**
- **Other:** _____

5. Expected Outcomes and Measurement

Proposal Submitted by: _____ **Date:** _____

HR Approval (if required): _____ **Date:** _____