

Sample Employee Training Proposal:

Name of company: ConnectAll Telecom

Address: 200 Rose Bush Lane, Seattle

Name of training proposal: Improvement of customer care service

Training proposal prepared on: January 3, 2012

Proposal prepared by: John James

Proposal submitted on: January 8, 2012

Proposal signed and approved by: Phillip Jones

VP, ConnectAll Telecom

Purpose: The purpose of this proposal is train the employees on how to improve their customer care techniques and how to help the customers by answering the questions in the right manner but last amount of time

Details of Employee Training Proposal:

- The training will start from February 15, 2012 and continue for two weeks
- Both old and new customer care executives will be participating in the programme to be conducted in two batches
- Everybody will be tested after the programme is over

Estimated cost of training programme: \$5,000