

Departmental Staff Development Budget Proposal

Fiscal Year: 2024-2025

Department Name:

Submitted By:

Date Submitted:

Contact Email:

1. Objectives

Briefly outline the key objectives of the staff development proposal. (e.g., Improve technical skills, leadership training, compliance certifications, etc.)

2. Proposed Activities

Activity	Description	No. of Participants	Estimated Cost (USD)
Workshop: Project Management	2-day in-house workshop on project management fundamentals	15	1,500
Online Course: Data Analysis	Self-paced online data analysis certification	10	1,200
External Conference	Attendance at regional industry conference (registration + travel)	4	2,400
Total Estimated Cost			5,100

3. Justification

Provide a brief justification for each proposed expense and how it aligns with departmental and organizational goals.

4. Expected Outcomes

Summarize anticipated benefits and measurable outcomes (e.g., increased productivity, certification, improved processes).

5. Approval

Department Head Approval: _____

Date:

Important Notes:

- Ensure all estimated costs are supported by quotes or prior invoices.
- Align proposed activities with overall organizational development strategy.
- Obtain all necessary internal approvals before submission.
- Clearly define measurable outcomes for evaluation and reporting purposes.
- Attach additional documentation or supporting materials as needed.

