

Staff Training Needs Assessment and Budget Outline

Department:

Date:

Prepared By:

1. Training Needs Assessment

Staff Position	Number of Staff	Identified Training Needs	Priority Level
Customer Service Representative	10	Conflict Resolution, Time Management	High
IT Support	5	Cybersecurity Basics, Cloud Computing	Medium
Sales Associate	8	Product Knowledge, Communication Skills	High
Administrative Staff	4	MS Office Advanced, Data Entry Accuracy	Low

2. Training Methods & Providers

Training Topic	Method	Provider/Trainer	Duration
Conflict Resolution	Workshop	ABC Trainings	1 Day
Cybersecurity Basics	Online Course	SecureIT Academy	2 Weeks
Product Knowledge	In-house Training	Product Team	Half Day

3. Budget Outline

Training Activity	Number of Participants	Cost per Participant	Total Cost
Conflict Resolution Workshop	10	\$120	\$1,200
Cybersecurity Basics (Online)	5	\$80	\$400
Product Knowledge (In-house)	8	\$0	\$0
Total Estimated Budget			\$1,600

Important Notes

- This assessment should be updated regularly to reflect changing training needs.
- Budget estimates are projections; actual costs may vary.
- Include feedback from managers and staff to ensure relevant training topics.

- Training effectiveness should be evaluated post-completion.
- Document should be approved by relevant leadership before implementation.