

Training course name	Number of sessions needed (A)	# of Candidates per session (B)	Total # of candidates C = (A x B)	Total hours charged to training budget per candidate for this course (D)	Average Labor Cost of Candidates per hour (F)	Total Manhours G = (C x F x D) Charges for this course for all candidates	Total Manhours for all Presenters (preparation, course day, follow-up work after) (H)	Average Labor Cost for Presenters (I)	Total Labor Cost (G + (H x I x A))	Training Institute Cost	Trainee Travel / Hotel cost	Presenter Travel / Hotel cost	Facility cost	Printing Material Costs	IT Cost	Catering Costs	Total charges to training budget

Totals:

Candidate costs

All hours (costs)