

NGO Name

Date: [Insert Date]

To: [Staff Member's Name]

Dear [Staff Member's Name],

As part of our commitment to continuous improvement and capacity building, we are excited to outline the strategic goals for staff training that align with our organization's overarching mission. These goals will serve as the foundation for our training programs over the next [Insert Time Frame].

Strategic Plan Goals:

1. **Enhance Skills:** Develop essential skills in [specific areas, e.g., project management, fundraising].
2. **Improve Knowledge:** Provide comprehensive training on [specific topics, e.g., policies, procedures, community engagement].
3. **Foster Team Collaboration:** Promote teamwork through workshops and team-building exercises.
4. **Encourage Innovation:** Implement creative thinking sessions to encourage innovative solutions to challenges.

We believe that these training initiatives will empower our staff and improve our overall effectiveness as an organization. In the coming weeks, we will provide more details about specific training sessions, dates, and formats.

Thank you for your dedication and commitment to our mission. Together, we can achieve our goals and make a greater impact in our community.

Best regards,

[Your Name]

[Your Position]

[NGO Name]