|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HR TRAINING BUDGET** | | | | | | |
|  | |  | |  | |  |
| Company Name: |  | | | | |  |
| Address: |  | | | | |  |
| Contact Number: |  | | | | |  |
|  | |  | |  | |  |
| **Expenses** | | **Budgeted** | **Actual** | | **Variance** | |
| Employee Induction | | KHS1,500 | KHS1,200 | | -KHS300 | |
| Soft Skills Training | | KHS1,500 | KHS1,800 | | KHS300 | |
| Training Equipment | | KHS3,500 | KHS5,000 | | KHS1,500 | |
| Training Stationery | | KHS1,500 | KHS1,000 | | -KHS500 | |
| Trainer Salary | | KHS3,000 | KHS1,500 | | -KHS1,500 | |
| Tool Training for HR | | KHS1,500 | KHS1,000 | | -KHS500 | |
| Vendor Trainer salary | | KHS1,500 | KHS1,000 | | -KHS500 | |
| Video based training | | KHS1,500 | KHS2,000 | | KHS500 | |
| Web based Training | | KHS1,500 | KHS2,000 | | KHS500 | |
| Resource Management Training | | KHS3,500 | KHS3,000 | | -KHS500 | |
| SLD Training | | KHS2,000 | KHS3,500 | | KHS1,500 | |
| **TOTAL** | | **KHS22,500** | **KHS23,000** | | **KHS500** | |