



HOW TO  
**CONVINCE YOUR  
BOSS TO PAY FOR  
YOUR COURSE**

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**Your Easy Email Template**

Dear [REDACTED]

Our recent [discussion/work/research] around/on/for [project xyz] inspired me to reach out to you today to start a conversation around my professional development.

I'm extremely dedicated to the growth of my career here at [REDACTED], and I'd like to discuss the opportunity to strengthen my abilities and make a more meaningful impact within our organisation.

I've done a substantial amount of research around potential training and development options for someone in my position, who aspires to [REDACTED] and I've been thinking about the most valuable way to add to the pool of skills in our team.

I have identified an online short course that I feel would impact both my career and the organisation positively, and would like to discuss the possibility of our organisation assisting with the course fees.

The name of the course is [REDACTED], and I believe it's the best option for me because:

- I strongly believe that the skills it will equip me with - most notably [REDACTED], [REDACTED], and [REDACTED] - are aligned to my current responsibilities, and training in this area is guaranteed to improve my performance and output.
- The course is highly practical and industry-relevant, which will allow me to have an immediate impact on the work that I do on a day-to-day basis.
- I want to master the most up-to-date tools and practices in the field of [REDACTED], so that I can foster an innovative and competitive approach to our work.
- I'd like to bring forward recommendations and suggestions to our work processes to ensure continual improvements that and boost our organisation's performance in the longer-term.

This short course is completed entirely online, and has a very flexible schedule, so it will in no way interfere with my usual work pattern and performance.

I'd be happy to keep you updated with what I am learning throughout the course and share my knowledge with our team, perhaps in a series of presentations, to ensure the whole team receives maximum benefit from my new learnings.

Please let me know when would be a convenient time to chat.

Kind regards,  
YOUR NAME

A man in a dark suit, white shirt, and blue tie with white anchor patterns is sitting at a wooden table. He is holding a white coffee cup with a saucer. The background is dark and moody.

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