



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

In three simple steps

1

DO YOUR HOMEWORK

If you're going to ask your boss to fund your professional development, make sure you've done your research first. You need to be able to justify exactly why your selected course is the best option for you, and how this will improve your performance at work or positively impact the organisation.



WHICH AREA OF STUDY WOULD MAKE THE MOST IMPACT ON YOUR CAREER?

In just 10 weeks, you could be adding an industry recognised certificate from Africa's leading universities to your CV. [Click here to browse GetSmarter's library of over 55 online short courses.](#)

WHICH COURSE HAVE YOU GOT YOUR EYE ON?

 Start typing here

Next, check if your company has any tuition assistance policies or training funds available. Your HR department should be able to help you out with how to go about applying for funding support. If not, you'll need to present your boss with a **persuasive argument** as to why the company should contribute to your studies.

BASED ON YOUR RESEARCH, WHAT ARE THE TOP THREE REASONS YOU THINK THAT'S THE RIGHT COURSE FOR YOUR CAREER?

1.
2.
3.

2

EXPLAIN THE TANGIBLE BENEFITS TO YOUR ORGANISATION

Do some thinking around how the skills you would learn through the short course will directly improve a process, or aspect of your organisation that clearly needs improving. Ask yourself the following questions:

HOW WILL THE COURSE YOU CHOOSE COMPLEMENT YOUR CURRENT ROLE?

HOW WILL LEARNING THESE NEW SKILLS POSITIVELY INFLUENCE YOUR WORK PERFORMANCE?

WHAT ARE THE LONG-TERM BENEFITS THESE SKILLS WILL HAVE ON YOUR ABILITY TO MAKE A MEANINGFUL IMPACT WITHIN YOUR COMPANY?

At the end of the day, **it's all about the bottom line**. Think of how this educational experience will result in a direct impact on processes and profitability through higher quality output.

MAKE A LIST OF THE TANGIBLE WAYS YOUR ORGANISATION (AND SPECIFICALLY, YOUR TEAM) WILL BENEFIT FROM YOUR NEW SKILL SET:

You'll add increased value by being equipped to drive a more innovative approach to your work

You'll empower and inspire those around you with fresh insights and updated knowledge You'll be able to take on more responsibility and/or new projects

You'll generate additional revenue for the organisation, either by diversifying your offering or increasing workflow efficiency

You'll introduce up-to-date methodologies and adopt the latest industry tools and techniques to ensure the company is operating in line with best practice

You'll be able to take on a strong leadership or management role, where and when needed You'll mentor new employees, and train up your team members

BRIEFLY OUTLINE YOUR ACTION PLAN TO SHARE WHAT YOU'LL LEARN WITH YOUR COLLEAGUES, TO SUPPORT THE GROWTH OF YOUR TEAM:

3

START THE CONVERSATION WITH YOUR BOSS

After you've done your research, send your boss an email and set up a meeting to discuss your professional development opportunities.

HERE'S A HANDY EMAIL TEMPLATE TO HELP YOU BROACH THE SUBJECT:

Dear [REDACTED]

Our recent [discussion/work/research] around/on/for [project xyz] inspired me to reach out to you today 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 [REDACTED] - most notably [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 and a blue tie with white anchor patterns is holding a white coffee cup. The background is dark and moody, with the man's face partially visible in the lower right corner.

READY TO CHOOSE THE RIGHT COURSE FOR YOUR CAREER?

Browse our booming portfolio
of over 55 online short courses.

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