

INSTRUCTIONS:

- 1. Make a copy of this template**
- 2. Fill in the highlighted parts**
- 3. Delete all of this**

Hey [Your Manager's Name],

I have been looking into opportunities to continue my professional development and add value back to the company and I found something really interesting.

[Leanscape](#) is a company that specializes in developing problem-solving and Lean Thinking to drive improvements in business performance. The tools, methodologies and approaches have been used by thousands of companies around the world.

They are offering an online Lean Six Sigma Black Belt Course that I think will help us at [Your Company]. The course is approved by CPD (Certificate of Professional Development). It includes online modules plus real-project assignments so by learning this I can directly apply the learnings to immediately make improvements.

Here is a quick overview of the course.

Lean Six Sigma Black Belt Certification Course

- Develop the key leadership skills to manage large scale transformation and change management projects in complex environments.
- Develop your leadership skills and become a change agent to successfully manage complex problems at all levels of the organisation
- Become a true expert within your organisation leading teams of continuous improvement professionals to address key business challenges to drive quality, speed, customer satisfaction and financial results.
- Become a leader in your field with an internationally recognised Lean Six Sigma Black Belt Certification by completing the course and deliver a real-world improvement project
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There are also discounts if we wanted to send more of the team, I'd be happy to chat about it more or you can read more about it [here](#). Can I get this expense approved?

Let me know what you think.

Best,
[Name]