

Hi [Your manager's name or an HR Rep],

There's a course called "*Management Mastery: Communicate with Influence*" that I'd love to enroll in. It's a live, online course with peers who are in similar roles to me, and it's run on Maven.

The course is designed to give managers simple communication frameworks and skills to help drive their teams' success. Managers who take this course learn how to run more efficient meetings, transform their relationships with their direct reports, give feedback that results in change, and feel more confident in leading their teams. The course is taught by Jess Goldberg, a leadership & communication expert. She teaches a course at Columbia University and has taught thousands of leaders from companies like Notion, Bank of America, Microsoft, Levi's, and many more.

I anticipate putting my learnings directly into practice during the course. The course costs \$599 for two weeks and requires about two hours of work per week. You can review course details [here](#).

Would you approve a full or partial reimbursement for this program?

Thanks,

{Your Name}

P.S. Other teams have sent a few people to the course together because it's an efficient way to get the shared context that otherwise takes back-and-forth time to build. It might make sense for us to send a few folks to this course.