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 Green 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 Green Belt Certification Course

- Fast-track your leadership career with the capabilities of a change-agent who can successfully manage complex corporate solutions at all levels of an organisation
- Become an expert in problem-solving techniques implemented in world-leading companies such as Toyota, Amazon, Pfizer and many more.
- Training with tangible results. Our large-scale corporate clients expect in the region of $50,000 returns on investment per project integrated with Green Belt training
- Effect immediate results through the application of practical tools in reducing waste, improving efficiency, increasing productivity and hyper-focusing on customer value
- Complete the online course, interactive materials and self-directed projects to receive our Accredited Lean Six Sigma Green Belt Certification Online.

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]