



DRAFT MMC Employer Sponsorship Request Letter

Feel free to copy and edit this document to meet your needs! Anything in yellow is a blank that needs to be filled in! If you are interested in the public Simply Human Management Accelerator, be sure to adjust this language to include that!

Dear [MANAGER NAME],

This year, I am looking to advance my knowledge and skills related to management and leadership, and am hoping to join [Reloveution](#)'s Millennial Manager Collective. The Millennial Manager Collective is a global learning and professional development community for millennial-identifying managers of people, teams, projects, and/or organizations.

I am reaching out to request that [COMPANY] sponsor my participation in the Collective. The basic membership cost is \$199/year. I believe that investing in my participation in this experience will translate directly to a high return for [COMPANY] as I will walk away with concrete skills that will immediately advance my and our organization's leadership competence. I look forward to applying what I learn to my role and turn-keying to other employees as appropriate or desired.

Members of the Collective receive access to:

- **Millennial Manager Circles:** Bi-monthly intentional space for members to get to know and problem-solve with millennial-identifying managers from around the world.
- **Monthly Power Hours:** Deep dives into topics related to management such as equity and inclusion, managing across hierarchy, generational differences, etc.
- **Online Community:** A virtual space for members to learn, level-up, share, problem-solve, collaborate, and support each other through their professional journey.
- **Seasonal Book Club:** Read and reflect on books related to leadership and management.
- **A discount on all Reloveution workshops, programs, and one-on-one coaching sessions**

Leveling Up

When joining the Collective, we have the opportunity to choose from several special add-ons to deepen our experience and learning. I think I would benefit greatly from **XX** and would appreciate the support of [Company] in adding this to my membership for **\$XX**. Read more about the two tiers and what's included [on the MMC website](#).

Payment

Should this feel like a good use of professional development dollars, you can pay directly for my membership using [this link](#). Or, I can pay myself and request reimbursement.

The deadline to enroll in this next cohort is May 26, 2023. Please respond by [DATE] to let me know if I can move forward with enrollment and the best way to go about managing payment. I am also happy to answer any questions that you might have or to connect you directly with the Founder of Reloveution, Marissa Badgley, who can share more.

Thank you so much in advance for making this investment in me!

Sincerely,
[YOUR NAME]

8 Tips & Tricks for Requesting Employer Sponsorship

1. Show your commitment to your organization

Your employer might worry that after the company pays for your training, you'll take your new skills and move on to a new position. You may want to address this concern by expressing your loyalty and showing how you will use your new skills to benefit the company.

2. Present the benefits and show the return on investment

Clearly outline the benefits of the professional development opportunity, as well as how your development of those skills will benefit your team or the organization overall. For example, if you've noticed a skills gap on your team, frame the request in a way that points out the gap and describes how the development opportunity can/will remedy it. Offer to check in regularly to provide progress reports and share when you've been able to use your new skills.

3. Highlight your efforts

Share details about how your efforts have benefited the team or company. By showing your willingness to work hard and contribute, you may increase the chances of having your training request approved. You could mention how you've put in extra hours to broaden the impact of the marketing team or highlight your time spent implementing a new system that improves the way the company manages customer support requests. Tie these efforts back to your request by expressing your desire to have the organization invest back in you in appreciation for your work.

4. Outline the options

It's helpful to discuss multiple options that will help you build the necessary skills. By presenting options, you show your employer that you've spent the time to research what's available and are willing to compromise.

5. Express gratitude

Show your appreciation for the willingness of your employer to review and consider your request. Examples of this type of expression include, "I appreciate your consideration of my request, and I look forward to hearing your thoughts," and "Thank you for considering this request. I am committed to this company and would like to further my skills in a way that can help me give more to meet my goals and achieve the goals of the business."

6. Praise your supervisor (if it's authentic)

Consider complimenting their leadership style through encouraging and appreciative words about their role as a mentor to you. You could say, "I admire your style of leadership and want to develop similar skills," or "Since you have been a role model for me in my position, I'd like to request your feedback on pursuing an opportunity to develop additional skills."

7. Be ready for objections

Take some time to think about what objections your boss may have. Being ready to overcome some of those objections can help you convince them faster, especially if you can do it on the spot.

Common objections might include:

- ***They don't want you to miss work for an event.*** Let them know that this will not interfere with your work hours.
- ***They're busy and don't have time for you to spend time at work to participate in this program.*** Let them know that you're happy to do it on your own time, or remind them that this will actually help you work faster and become more productive once training is complete.
- ***They're on a tight budget already.*** Remind them of what they can gain financially with the investment long-term.
- ***If you want development opportunities so will everyone else.*** Remind them that investments in training and development can help retain your top performing workers across the board, and that there can be a system set up so that every employee can receive approved trainings up to a certain dollar amount every year or every other year.
- ***We don't have a system to determine what development opportunities should be covered.*** You can offer to help create one so that they don't have to. Mention that you'll do research and offer to talk to HR if necessary so you can see what other companies offer.

8. Be confident. Believe in your request AND yourself!!

It can be nerve-wracking asking for something that you want. Give yourself permission to ask for what you want and need and know without a shadow of a doubt that you deserve the opportunity. Don't let yourself be gaslighted into believing that there is any shame or righteousness in requesting professional development resources. Your supervisor's job is to develop you and if they say, 'no' that's a THEM problem.

What Not to Do When Convincing Your Boss to Pay for Training

When you're trying to convince your boss to pay for training or professional development opportunities, make sure that you avoid the following:

- Implying that you'll leave if they don't pay by strongly suggesting that "every other company pays for this"
- Going in defensively assuming they'll say no
- Expecting an immediate answer
- Waiting until the last minute to ask, making it so that you have to get an instant yes to book tickets or reserve your spot in a course (many times, this requires approval of multiple departments which may take weeks or months)