



HIGHWIRE IMPROV

Reimbursement Request Templates for Highwire Improv Classes

At Highwire Improv, we know that people take improv classes for a wide range of reasons, and that companies frequently reimburse improv classes because of their numerous applications towards development skills for the workplace.

Improv classes are helpful for a very broad set of roles - they develop creativity, adaptability, communications, collaboration, resilience, empathy, pattern recognition, and confidence, among other skills.

As such, they are a great use of corporate learning and development or professional development budgets (ask your manager or HR leader if you're not sure if your company offers these).

Select the template that feels most relevant to your situation, then copy/paste the text to send along to the appropriate person at your company! If you have any questions or want some help making your request, email us at highwireimprov@gmail.com

You can also access this page through this link: <https://tinyurl.com/reimburseimprov>

Menu of Templates (click to jump to that section):

- General Improv Classes (geared towards our Fundamentals of Improv)
 - [Improv for Communications](#)
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- Specific Professional Development Training Workshops
 - [Facilitating Communications for Tech Leads](#)
 - ...more coming soon!

Improv for Creativity

Dear [Recipient's Name],

I'd like to request the use of our professional development budget to attend Highwire Improv's Fundamentals of Improv course, for the purpose of enhancing my creativity and strategic thinking skills. These skills are vital for problem-solving and innovation within our organization. The course structure fosters hands-on skill development, with two facilitators to ensure personal attention. The class costs [insert cost], and I'm committed to maximizing the benefits by integrating the skills learned into our ongoing work.

Thank you for considering my request.

Sincerely,
[Your Name]

Improv for Communication Skills

Dear [Recipient's Name],

I'd like to request the use of our professional development budget to attend Highwire Improv's Fundamentals of Improv course. This class will directly enhance my communication skills, crucial for effective collaboration and conveying ideas within our company. The course offers immersive training led by experienced instructors, providing a supportive environment for skill development. The class costs [insert cost], and I'm committed to integrating the skills learned into my daily work to benefit our organization.

Thank you for considering my request.

Sincerely,
[Your Name]

Improv for Listening and Empathy

Dear [Recipient's Name],

I'd like to request the use of our professional development budget to attend Highwire Improv's Fundamentals of Improv course, for the purpose of developing essential skills such as listening, empathy, and collaboration. The course offers immersive training led by experienced instructors, ensuring a hands-on learning environment and personal attention. The class costs [enter cost], and I'm committed to applying these skills to strengthen team dynamics and improve client relationships.

Thank you for considering my request.

Sincerely,
[Your Name]

Improv for Aspiring or Recently Promoted Software Team Leads

Dear [Recipient's Name],

I'm excited to share a unique professional development opportunity - a [Facilitating Team Communication for Tech Leads](#) workshop. As someone who recently moved into a leadership role, I'd like to get some hands-on training to more effectively manage and communicate with my team members.

This workshop, facilitated by [Highwire Improv](#) (a Baltimore-based organization offering a wide range of individual and team development courses) includes a curriculum specifically designed to address challenges faced by leaders in software development teams. The hands-on approach, limited to a small group setting of eight participants, ensures personalized attention and real-world application of learned concepts. Further, the instructor has a background leading software product teams as well as professional development facilitation.

The cost of the workshop is [workshop cost], which is within our professional development budget, and I am committed to integrating the knowledge gained from the workshop into my daily leadership practices and sharing insights with my team to promote a culture of open communication and collaboration. Finally, the workshop's emphasis on using improv techniques provides a unique and engaging learning experience that will enhance team culture..

Please let me know if any other information would be helpful.

Sincerely,

[Your Name]