

Learning Expense Report - Reimbursement Template

Subject - Request for Company-Sponsored Enrollment in TPM 101 Course

Hi [manager's name],

I request your support in enrolling in the [Technical Program Management 101](#) course by [Mario Gerard](#), a renowned industry leader. This course has over 18k students and 3k+ 5-star reviews. It also offers valuable insights into key areas such as TPM roles, cross-functional program management, and strategic leadership, aligning with my current responsibilities at [Company Name].

This course will strengthen my ability to manage complex programs, enhance communication across teams, and drive more efficient processes. These skills will directly contribute to the success of our projects and help us achieve better outcomes.

Given its practical focus and immediate applicability, I'm confident this training will significantly benefit my professional development and our team's performance.

I would greatly appreciate your consideration in sponsoring this course as part of my ongoing professional development. It's an investment that will positively impact both my contributions and our broader team goals.

Thank you for your time and consideration.

Best regards,
[Your Name]

Version 2

Hi [manager's name],

I request your support in enrolling in the [Technical Program Management 101](#) course by [Mario Gerard](#), a renowned industry leader. This course has over 18k students and 3k+ 5-star reviews. It also offers valuable insights into key areas such as TPM roles, cross-functional program management, and strategic leadership, all of which align with my current responsibilities at [Company Name].

Key learnings from the course include:

- Understanding the full potential of the TPM role.
- Learning the common pitfalls of the role and how to avoid them.
- Effective cross-functional program management to improve collaboration across teams
- Clarity of the Technical bar that is required of a TPM
- How to manage large-scale cross-functional programs.

- Optimizing processes to streamline project delivery and increase efficiency
- Managing upstream and downstream dependencies, crucial for complex projects
- Enhancing communication with stakeholders and technical teams for better alignment
- Leveraging strategic frameworks to navigate risks and drive successful outcomes

These learnings will significantly enhance my ability to contribute to our team's success and help achieve our objectives more efficiently.

Given its practical focus and immediate applicability, I'm confident this training will significantly benefit both my professional development and our team's performance.

I would greatly appreciate your consideration in sponsoring this course as part of my ongoing professional development. It's an investment that will positively impact both my contributions and our broader team goals.

Thank you for your time and consideration.

Best regards,
[Your Name]