

Hi [manager's name],

I've identified one way of improving my performance (and helping you); I want to improve how I communicate - with you, my stakeholders, and those around me. This will help me achieve *[insert job-related goal here]*.

My goal is to get you the information you need to make decisions faster, so you don't need to translate my actions into impact. Ultimately, I'd like to spend less time talking about the work, and more time doing work that adds value to the company.

To accomplish this, I would like to attend a 4-session online course designed to teach effective technical communication. After attending, I would like to present what I learned to our team to maximize the ROI.

The ask: would you approve full or partial reimbursement for this course?

Thank you in advance for supporting my professional development.

Summary below and full details [here](#).

Costs	Benefits
\$475 4x 1.5 hour-long workshops over 2 weeks, starting February 22 (All online so no travel required!)	I will build a communication toolbox that includes the following: <ul style="list-style-type: none">● My communication style and how to best communicate with others● A preliminary stakeholder analysis● How to make more effective proposals● How to gather effective voice of customer● How to lead effective brainstorming sessions● Email and presentation templates for status update and decision meetings

Curriculum

Session 1: Know Yourself	<ul style="list-style-type: none">● Identify communication styles● Guidelines for more effective communication with myself and others● Stakeholder analysis for improved engagement
Session 2: Know Your Audience	<ul style="list-style-type: none">● Understanding what my customer cares about● How to make an effective ask● Creating proposals that will be approved
Session 3: Communicating Up	<ul style="list-style-type: none">● Leading effective status update and decision meetings● Templates and cheat sheets
Session 4: Foolproof Brainstorming	<ul style="list-style-type: none">● When to brainstorm, and when not to brainstorm● Run brainstorming meetings that 3-8x the number of ideas generated● Translating ideas into actions