

# Reimbursement Template for SVIC Courses

Hello!

Please use the following messages to request reimbursement for any of our courses from your manager. You can copy the following, applicable message and replace the sections in bold with your specific information.

Click the course name you need a template for:

[Mastering the Art of Conversations](#)

[How to be a Goal-Getter](#)

[Building a Network for Success](#)

[Bouncing Back from Failure](#)

[Cycles of Friendship](#)

[Managing Your Manager](#)

Cheers,  
Jordan

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## Mastering the Art of Conversations

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Hi **{Managers name}**,

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? I would like to enroll in the [Mastering the Art of Conversations](#) course created by the [Silicon Valley Investors Club](#). This course focuses on how to facilitate meaningful conversations, skillfully navigate challenging topics, and deepen relationships through dialogue which is important for our organization's ability to make effective plans and decisions towards business goals.

The online course is an hour long and covers the following topics:

- How to use six tools to improve my listening ability, including cues from body language, temperament, and environment.
- How to improve my conversations by reflecting on what each party is looking for in an exchange and exploring different communication styles.
- How to experiment with conversation to discover conversation style, overcome social discomfort, and confidently enter into any type of conversation.
- How to understand and navigate the connection between relationship depth and conversation, covering the four levels of relationship depth.
- How to spread joy through conversation and extract a boost of energy from a positive conversation, and
- How to handle arguments, approach tough conversations, and deepen relationships through conversations

The course is taught by [Jordan Thibodeau](#). Jordan has spent the past ten years building relationships with CEOs, authors, and entrepreneurs through his professional work at Google's Mergers and Acquisition team, and through the Google Talks Program, a Ted-like series recorded for offices worldwide. Participants of the courses have graduated from Stanford, Berkeley, Harvard, Oxford, and other major academic institutions. Over 8,000+ people have completed lessons with an average student satisfaction score of 98%.

The course costs \$15.00, and I will receive a certificate of completion once I've gone through the lessons and workbook, then pass the final test. I can share the certificate with you to verify I have completed the course.

Please let me know if you think this course is eligible for reimbursement and if you would like me to share information about this course with our team.

Sincerely,  
**{Your Name}**

## How to be a Goal-Getter

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Hi **{Managers name}**,

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? I would like to enroll in the [How to be a Goal-Getter](#) course created by the [Silicon Valley Investors Club](#). This course focuses on learning time management, overcoming setbacks, and achieving personal and professional goals, which are important skills to have to ensure our organization's continued success.

The online course is an hour long and covers the following topics:

- Eight phases of the Big Goal Emotional Roller Coaster to help me understand, be prepared for, and work with the emotions that come with goals.
- How to choose between competing goals (or projects), making success more likely (and deciding which goals to choose next!).
- How to stay on track for achieving goals that are set so motivation and positivity stay high.
- Skills for adjusting and recovering from deviations to the plan, making setbacks just part of the game, not the end of the game.
- Strengthening the commitment to myself and my goals, creating a tighter bond and desire to see it through, and finally
- How to recognize when a goal is completed and how to keep the momentum going for the next one!

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Sincerely,

**{Your Name}**

## Building a Network for Success

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Hi {Managers name},

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? I would like to enroll in the [Building a Network for Success](#) course created by the [Silicon Valley Investors Club](#). This course focuses on building a powerful network, making proper introductions, and enhancing communication skills, which are excellent skills to have to aid in our organization's continued success.

The online course is an hour long and covers the following topics:

- Using and creating a set of templates and guides to help with communicating the right message, properly.
- Creating a networking system that can be used to strengthen connections at work.
- Using and creating pre-planned topics so conversations stay on track and productive.
- Growing my network to amplify my reach when or if something needs to be broadcast.
- Learning what it means to give a sincere and powerful thank you to those who've helped me along the way, and
- Communicating effectively and with confidence, making collaboration and projects run smoother.

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Sincerely,

{Your Name}

## Bouncing Back from Failure

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Hi **{Managers name}**,

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? I would like to enroll in the [Bouncing Back from Failure](#) course created by the [Silicon Valley Investors Club](#). This course focuses on turning failures (or mistakes) into success by learning from mistakes, and developing a resilience to failure. These are excellent skills that can help ensure forward momentum within the company.

The online course is an hour long and covers the following topics:

- Using mental and physical tools that will immediately help me react better to any failure.
- Creating a Failure Mastermind Group so I have immediate support for when things don't go as planned.
- Avoiding panic in the midst of failure, keeping first reactions to mistakes more manageable and positive.
- Contextualizing failure within the narrative of life – life is not defined by failures, but it does help make for a better life if you know how to bounce back from them.
- Detecting and moving past failed relationships because those will only hold me back personally and professionally, and
- Developing resilience to failure, and instead seeing it for what it is – a lesson for future actions and reactions.

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Sincerely,

**{Your Name}**

## Cycles of Friendship

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Hi **{Managers name}**,

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? I would like to enroll in the [Cycles of Friendship](#) course created by the [Silicon Valley Investors Club](#). This course focuses on picking quality friends, deepening relationships, and knowing when to let go. As a **{your job title}** you know that I, and probably many of my colleagues, could use help with this. It not only translates to friendships, but also to building relationships with co-workers which can boost company morale.

The online course is an hour long and covers the following topics:

- Picking and choosing quality friends (and co-workers) to build relationships with.
- Helping friends and colleagues achieve their goals and get through rough patches, building a stronger community all-around.
- Recognizing common misconceptions that threaten relationships, which helps me understand what should be expected of me and when.
- Moving people from 'Acquaintance' to 'Casual' to 'Close' and back down as the natural cycle of relationships evolves.
- Strengthening connections with everyone around me in my personal and professional life, and
- Letting go of those who I've grown apart from, keeping my circle positive, productive, and supportive.

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Sincerely,

**{Your Name}**

## Managing Your Manager

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Hi **{Managers name}**,

I hope all is well.

I would like to enroll in an online course and I wanted to see if I could use our company's continuing education budget to pay for it? Though the name of the course implies one thing, it's really about learning to work more efficiently *with you*. The course is called [Managing Your Manager](#), and it's created by the [Silicon Valley Investors Club](#). This course focuses on effective communication, building a strong reputation, and taking an active role in our relationship, which can decrease *implied* expectations and increase productivity on both sides.

The online course is an hour long and covers the following topics:

- Having effective communication with my peers and managers, which increases job satisfaction for all involved.
- How to prevent negative surprises during performance reviews.
- How to triage a bad situation because, let's face it, sometimes things don't go as planned. Better to have a plan-of-action ready so more time isn't wasted panicking.
- What it means to 'fit in' with our company's culture, which will not only make me happier, but more productive as well.
- Determining the communication style of co-workers and managers so I'm able to relay information in a format that works for them, reducing miscommunication, and
- Learning what it takes to build a solid reputation as a respectable and dependable employee, and how to keep it.

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