

Dear [Manager],

I would like to request approval and funding to attend ATD Nebraska's Trainer's Institute.

Trainer's Institute is a four-part learning series designed to strengthen skills in Instructional Design, Learning Technologies, Facilitation, and Evaluating Impact.

By attending, I will gain practical skills to:

- Design and deliver more effective learning experiences.
- Use AI and technology to improve efficiency and productivity.
- Strengthen facilitation, communication, and presentation skills.
- Better measure and communicate the impact of learning initiatives.
- Bring back practical tools, ideas, and best practices to share with our team.

Estimated Investment

- 4-Session Bundle: \$680–\$750 (Early Bird Pricing)

I appreciate your consideration and would welcome the opportunity to discuss how attending aligns with my development goals and our team's objectives.

Thank you,