Email Template - Live Virtual [iMVP]

Hi, [your manager’s name],

I’ve found a course that I think will be really helpful for what we’re doing here at [name of company or department], and I’m requesting your approval to charge it to our training budget.

The course is [name of course] and is offered by ExitCertified. The course starts [date] and runs for [number of hours or days]. Here’s some of what it covers:

* [Course content as described in the ExitCertified listing]
* [Course content as described in the ExitCertified listing]
* [Course content as described in the ExitCertified listing]

Here’s a breakdown of what the course will cost:

|  |  |
| --- | --- |
| Course fee | $0,000 |
| Total | $0,000 |

ExitCertified makes it possible to take the course in person, online, or through a format they call Live Virtual [iMVP] (I would log on remotely to a live classroom that’s fully interactive).

In my research, I found a couple of statistics that make a strong business case for training:

* An October 2022 [ExitCertified survey](https://www.exitcertified.com/it-training/content/state-of-it-training-2023) of 420 IT leaders (mostly managers) found that t 71.2% of them noticed a significant increase in staff productivity after receiving IT training, and 62.9% said IT training increased job satisfaction.
* [IBM reports](https://www.ibm.com/training/pdfs/IBMTraining-TheValueofTraining.pdf) that skills linked to a business value yield a 10% increase in productivity.

I think our projects will really benefit from the skills built in this course. I hope you’ll agree. Please let me know if you need any more detail about the course or about ExitCertified. In the meantime, many thanks for considering this request.

[Your name]

Email template – Any format of delivery

Hi, [your manager’s name],

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* [Course content as described in the ExitCertified listing]
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* [Course content as described in the ExitCertified listing]

Here’s a breakdown of what the course will cost:

|  |  |
| --- | --- |
| Course fee | $0,000 |
| Travel | $0,000 |
| Hotel | $0,000 |
| Total | $0,000 |

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[Your name]