

Workshop Reimbursement Guide

EMAIL TEMPLATE

Hi [BOSS' NAME],

As you know, continuing to learn and grow in my career is very important to me. I found a powerful group career coaching and online course that is taught by a former, female corporate executive. I think it will be really empowering and inspiring for me.

She offers 90 days of group coaching plus lifetime access to an online video course that coaches on things such as leadership, storytelling and executive communications. In addition, there are practical worksheets to help me implement what I've learned as well.

I think this program will teach me some of the key skills I need to further contribute to our team and company. I wanted to respectfully request [to use my corporate credit card/reimbursement for the program].

The program is called b BRILLIANT and it is \$97. It would mean a lot to me if this is something that the company would be willing to pay/reimburse as a way to add to my development.

Here is a link the [program information](#).

Let me know if you have any questions. Thanks so much for considering my request.

[YOUR NAME]



FREQUENTLY ASKED QUESTIONS

Q1: Our company already provides several online training programs and resources. Have you looked at and/or used those?

A1: Yes I have. And while those are great, I've had limited success with them. What I like about this program is that it's taught by a former business executive that I can really relate to. I also love that it has assignments, which will help me put my learnings into practice in a more substantive way.

Q2: What do you know about the success of the program? Is it trustworthy?

A2 The course coach is Erin Hatzikostas, a former corporate executive that helped her triple the earnings of the company she led. She comes with a strong reputation of being an inspiring leader and coach. She has several testimonials from prior employees and students who she's had a profound impact on.

Q3: Do you have any goals or metrics that you will use to know if the course has had impact on you and/or the company?

A3: Yes. I am certain this workshop will equip me to become a stronger leader and produce more results. Specifically, in the next 3 months, I will have [INSERT SPECIFIC RESULT – E.G. LED THE XYZ PROJECT TO SUCCESSFUL COMPLETION RESULTING IN X OR I WILL BE READY TO BE A SUCCESSOR FOR XYZ PERSON, ETC.]