

creating communication that wins

Requesting Employer Support

Many of you have asked about how to best approach your employer for learning and development support. We've searched through our correspondence and curated the best tips to consider as you build a case for advancing your career.

1 ASK QUESTIONS

Ask your manager or company's HR, L&D or business unit if the company provides reimbursement for professional development.

If yes, ask:

- What do I need to prepare in advance for approval?
- What is the necessary timing of a request for reimbursement?
- What types of programs are eligible for reimbursement?
- Has anyone else in the organization done a program like this before?
- How can I connect with other colleagues that may be interested? *

* Participants are eligible for a 5% group discount when 5+ participants from the same organization attend the program together. For more information, please email mhaddad@perfcommcomp.com.

If no, ask:

- Is partial reimbursement a possibility?

2 SHOW YOUR NEED

Your employer may already be aware of the challenges you face in your role within the organization, as well as your strengths and areas for development. Now its on you to show how and why this program delivers a solution and a return on investment for your organization:

- Provide specifics about the curriculum by downloading the program brochure and sample schedule from the website.
- Correlate these key takeaways with your specific development needs.
- Highlight what attracted you to the program and how you plan to leverage your experience for both your personal development and the organization's benefit. Be sure to include how your new skills will help you perform at a higher level for your company, such as improved team collaboration, improved productivity, improved ability to present yourself, etc

KEEP IN MIND ...

Advanced education is one of the best investments you can make for your future. You'll gain newly acquired skills and understanding to stay relevant in a changing economy, and new digitally driven world.

To help your case, download our corporate brochure for this program and our corporate profile [here](#).



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