**Template for Requesting Financial Support for Participation**

**in the**

**Tribe of Trusted Leaders Leadership Development Course**

Many companies encourage professional development among their employees because they see the value of additional training to close skills gaps and build stronger teams.

Successful requests for organisational support/sponsorship include:

1. **Demonstrate credibility of Tribe of Trusted Leader’s (TTL)** - Show your knowledge that the program is a good fit for you by sharing that you have already participated in a webinar, read articles or a book (eg: *Trusted to Thrive*) and found it useful because it offers something different than what's currently available at your organisation. You can also share that 90% of students have been promoted during the program.
2. **Boost Your Boss** (Optional) - Consider including in your request letter some kind words praising your boss’s leadership style. Some managers may feel threatened by employees who desire to move up the ladder. Use words like role model and mentor to encourage your boss to be eager to help you.
3. **Know your Skill Gaps** - Be clear on what skills you’d like to improve and how those skills will benefit you, your team, department and organisation. Mention the skills you will gain and how they can impact your leadership style to propel your team to success. For example, if you’ve noticed a skills gap in leading your team, frame the letter in a way that points out the gap and describes how the training will remedy it. Some of the examples of skills you will acquire in TTL include improved self-awareness, the ability to delegate more effectively, run better meetings/one-on-ones, receive and give feedback and improve accountability.
4. **Present the Benefits/Return On Investment (ROI).** Your employer needs to know that they are making the right move by supporting your training. You need to point out how you intend to leverage the skills you will gain. For instance, *This training will help me improve my ability to develop strong work teams.*
5. **Integrate your Boss into your Learning** *-* Share that to help you stay accountable to the results you need their support to share where they think you are at, how you are going and how you went at the end of the training with Marie-Claire Ross. Let them know that these check-ins increases the probability that you will apply and improve these skills.
6. **Express Your Loyalty / Commitment / Gratitude to the Company.** Nobody likes feeling short-changed, and employers are no exception. If they agree to fund leadership training, it’s because they want to reap the benefits. You need to make it clear that you intend to stay committed and use your newfound skills for the company’s good. Show a strong willingness to share and implement what has been learned.

Here's a funding request template that you can modify (overleaf):

Dear [Name],

I recently participated in a [webinar/read [Trusted to Thrive](https://www.marie-claireross.com/trusted-to-thrive)/read articles] offered by Marie-Claire Ross, an executive leadership coach and facilitator. I found the [webinar/book/articles] to be extraordinarily helpful as a leadership development training opportunity because it [insert concrete benefit not currently offered at your org].

You have been a great mentor to me. I admire your leadership style and want to learn all I can to improve my team’s results and impact. As part of my professional development with [insert organisation name], I would like to pursue additional training to help me further improve and develop my team leadership skills.

In leading my team, I have noticed that there are some gaps in my leadership capabilities. I am passionate about driving change and growth at this company and I am involved in some critical projects. I believe I am often held back by my own lack of leadership development and ability to lead others effectively, confidently make decisions, get buy-in and drive outcomes for all of sales and marketing. With these skills, I know the organisation would be in a much better place.

To fill my leadership gaps, I am seeking approval to attend the [Tribe of Trusted Leaders - Leadership Development Course](https://www.marie-claireross.com/leadership-development-course). It is a 12 month immersive program with monthly masterclasses, group coaching, one-on-one coaching and peer learning. It is online and the classes are at lunchtime. I feel the one year program suits me because it gives me time to do the homework and practise what I have learnt with my team. I will also receive a lot of customised support and get to learn from others.

It is also recommended that managers are involved to improve accountability to the learning goals we create. This would mean that Marie-Claire would have three meetings with you (pre, mid-point and post) to track my progress and assist with accomplishing my leadership development goals.

Participating in this intensive training program will enhance my leadership skills and advance my team more effectively than navigating these challenges alone.

Tuition for the program is $3,867+GST per person. It can also be paid in monthly instalments, but this would mean paying an extra $465.

I am wondering if [the department/your office/etc...] would be willing to support my participation in the program as part of our commitment to leadership development?

Thank you for considering this request. I am also committed to applying these skills in a way that will benefit the company in the years to come. By providing this opportunity, I believe it will help me more confidently navigate how to be a respected leader who is trusted to get the job done through others. This will translate into [insert outcomes].

[Sign off]