TEMPLATE: NOTE TO BOSS REQUESTING TO ATTEND TRAINING COURSE

TO: [SUPERVISOR NAME]  
FROM: [YOUR NAME]  
DATE: [INSERT DATE]  
SUBJECT: Approval Request for ATD-LA Train the Trainer Certification Series

I am writing to request approval to attend the ATD-LA Train the Trainer Certification program, taking place across four consecutive Fridays, February 24, March 3, March 31 and April 14, held in Burbank, CA.

The Association for Talent Development Los Angeles Chapter offers comprehensive educational and performance experiences for human resources professionals to enhance their skill sets in the area of adult learning techniques, presentation skills and instructional design.

The train the trainer program features the very best master instructors with content featuring multiple examples from my field. In addition to the educational sessions, the program ensure that real coaching is given to increase skill effectiveness.

Attending the train the trainer program will help me perform my job more effectively and reach key learning objectives. The content that will teach me how to:

* Build credibility by learning to command attention and exude confidence when facilitating.
* Add new tools to your facilitator toolbox.
* Practice crucial facilitation techniques that can be quickly transferred to your work.
* Gain a strong foundation in the needs analysis process that are aligned with organization goals.
* Develop engaging instructional events that take human memory and learning processes into account.
* Create participant guides and supporting materials using templates provided in the workshop

In terms of value, this is what I estimate this program would cost me as separate events throughout the year: [INSERT TOTAL ESTIMATED COST].

This conference represents [NUMBER] hours of real time continuing education in the area of development and career growth. Upon my return, I enjoy some time to tell you about my activities. Thank you for considering supporting my attendance at this important professional development training.

Kind Regards,  
[YOUR NAME]