

**Get your company  
to pay**

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# Step 1

## *Go in prepared*

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Research what will be in the course that you are going to be studying. It's important that you're equipped with as much information relating to the course as possible. Before you can ask for funding, you should be able to explain why it is that this particular course is necessary for you – and the company – to excel. Remember, you are asking that the business pay for something. Provide as much detail as possible as to what that 'something' is.

# Use the fundamental questions as a Starting point:



What is in the course that I will learn?

1)

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2)

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3)

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When does it start, and will I need to take time off work?

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How much am I asking the business to pay?

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Find all your  
information in  
one place

# Step 2

## *Explain how upskilling is a victory for all*

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If you go into a meeting armed with reasons why this course is going to benefit the company, you're more likely to receive a positive response. Play the win-win card – it's a strong one. Explain to your boss that anything you gain on the course will be put back into the business from day one, thanks to the highly practical and relevant nature of the content.

**Give details of the benefits you'll be adding to your company, for example:**

- You'll have fresh insight into strategies which can improve current processes
- You'll improve your ability to take on new opportunities, meaning you will be able to add extra responsibilities to your plate
- You'll gain increased potential for sales and revenue-building in your company by boosting your work performance
- You'll build leadership skills, having new knowledge in your industry and systems



# Answer the following to detail the value you will be able to add:



What will you gain that you can give back to the company?

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How will the learning add to your productivity and work  
efficiencies?

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What are the positive impacts you will be able to make on your  
company as a result of the online short course?

1)  

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2)  

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3)  

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# Step 3

## *Decide on a convenient time and place to meet*

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Popping your head into your boss's office because you have a 'quick question' might not be your best strategy here. Rather, set up a time that works for both of you to chat about the prospect, and make sure you're ready to achieve success. Before the meeting, get all your ducks in a row and arrive well on time. (Pro hint: Try to schedule the meeting after lunch. People are usually in a more giving mood on a full stomach).

# If you'd rather send an email, use this handy template:

Dear \_\_\_\_\_

I have been thinking of ways I can add extra benefit in my position as \_\_\_\_\_ here at \_\_\_\_\_.

After conducting research into the industry, I have found an online short course that offers training and development which will add numerous strengths to my position, positively impacting my work performance and team interactions as a whole.

The course – \_\_\_\_\_ – would be ideal, as it would provide the opportunity to learn practical, easily implementable abilities and techniques that are suited to my responsibilities.

The flexibility of online learning means taking this short course will not bear any impact on my work, allowing me to concentrate on my role during the workday. After hours, I would be able to equip myself with skills I can then take to work the very next day.

If you'd like, I would be willing to offer a progress report on a weekly basis to keep you in the loop. I can also share the knowledge and skills I have learnt during the course with others within the team.

I look forward to hearing your thoughts.

Yours sincerely,



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