



Worksheet: Requesting Approval for Training

The purpose of this worksheet is to help you plan to ask for the project management training you want (individually or for your team). Before completing this worksheet, you should take note of the skills you/your team need(s) to develop, and identify those that are most crucial. Once you have organized your presentation using this guide, be sure to make an appointment to allow adequate time to present you information in a compelling way.

Professional Development	
Key Question(s)	Response
Describe the type(s) of training you want/need and identify the course(s) you've selected.	
How does this training map back to your performance goals?	
How will this training improve your performance? (Be specific. Map the skills you will acquire back to day-to-day functions and explain in detailed terms [quantifying if possible] how training will improve your efficiency/effectiveness.)	
How does this training fit in with any known short or long-term goals of the organization? (Try to map it back to the big picture)	
Supporting Information	
If you have duties that must be covered while you're out, formulate a plan for obtaining this coverage.	
List out any supporting information that helps to create the business case for your training (such as industry trade articles, industry analyst reports, media outlets, business studies, etc.).	
Comprehensive Cost/Time/Resource Estimate	
How much will the course(s) cost? (If you are unsure, consult the training organization before making your request to obtain an exact price.)	

Key Question(s)	Response
If the course requires travel, obtain estimates for travel and transport (taxi cabs, mass transit, meals, etc.)	
If the course requires overnight lodging, provide accurate cost estimates for hotel and per diem expenses.	
Timeframes/deadlines for course registration and related needs	
<i>Savings/Benefits</i>	
Is the training you wish to obtain discounted? (If so, by how much?)	
Are you able to obtain a discount for your organization by bringing the course on-site? (If so, this is worth mentioning.)	
If you've selected a virtual classroom/online course over classroom training, line item all related savings (e.g., time and money saved by not traveling, etc.)	
<i>Return on Investment</i>	
Building on what you developed above, provide tangible examples of how this will improve performance and advance your department/organization toward goals (e.g., decrease execution time, improve quality, prevent re-works, etc.).	
Will you be able to share the knowledge/skills acquired with others? If so, how will you go about doing this?	
How will you report back on the training to prove the investment was valuable?	
How will you track the value of this training over time?	