

# PROFESSIONAL DEVELOPMENT REQUEST



**DATE <ENTER>**

**DEAR <SUPERVISOR'S NAME,>**

The return on investment for professional development can be exponential, both from an individual and organizational standpoint. I have found a practical and extremely relevant training program that I am confident will build my supply chain management credibility as well as help our company meet organizational goals.

In the University of Tennessee at Chattanooga's Certified in Production and Inventory Management (**CPIM**) **Exam Prep Course**, participants are taught by an industry-leading instructor with decades of supply chain experience. I will prepare to earn the globally-recognized CPIM certification issued by the world-renowned Association for Supply Chain Management. Our organization will reap the benefits of my participation as I:

- **Improve my supply chain management skills.** The course provides a wide range of supply chain management tools and concepts for immediate application in our current and future endeavors. I will learn best practices that will increase the resilience and agility of our organization's supply chain function.
- **Increase my problem-solving abilities.** The training equips participants with strategies for effectively managing risks and disruptions. I will learn to identify and mitigate issues before they escalate, resulting in time and resource savings for our organization.
- **Align knowledge with company goals.** I will be better equipped to ensure that supply chain activities effectively align with our company's operations and strategic initiatives, resulting in long-term success.

Logistics such as the schedule, cost and FAQs are listed on UTC's **CPIM website**. I kindly request that our organization consider funding my CPIM course. I am open to discussing terms of reimbursement and other stipulations as you see fit. I also plan to provide regular updates on my progress.

Thank you for considering my request. I look forward to further discussion with you and am happy to provide any additional information you may need.

**BEST REGARDS,  
<YOUR SIGNATURE HERE>**

**utc.edu/cpim**