

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 project management credibility as well as help our company meet organizational goals.

In the University of Tennessee at Chattanooga's Project Management Professional (**PMP**) **Exam Prep Course**, participants are taught by an industry-leading instructor with decades of project management experience. I will prepare to earn the globally-recognized PMP certification that is recognized as the industry standard for project excellence. Our organization will reap the benefits of my participation as I:

- **Improve my project management skills.** The course provides a wide range of project management tools and concepts for immediate application in our current and future projects. I will learn best practices based on the Project Management Body of Knowledge (PMBOK).
- **Increase my problem-solving abilities.** The training equips participants with strategies for tackling project challenges and risks. I will learn to identify and mitigate issues before they escalate, resulting in time and resource savings for our organization.
- **Align projects with company goals.** I will be better equipped to ensure that projects align with our company's strategic goals, resulting in long-term success.

Logistics such as the schedule, cost and FAQs are listed on UTC's **PMP website**. I kindly request that our organization consider funding my PMP 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/pmp