

How to Negotiate Paid Training - Worksheet

Reference Tutorial: [How to Convince Your Boss to Pay for Your Training \(With Scripts and Email Template\)](#). By: Charley Mendoza.

Research Checklist

Use this checklist to prepare all the information needed for your pitch.

Company Guidelines

- Does your employer have a documented guideline on employee training?
- What is the budget and scope for these activities?
- Are there restrictions on the type of training that can be sponsored?

Complete Information About the Training

- training provider
- training curriculum or schedule of events
- duration and scheduling options available
- deadline for registration
- other expenses, such as lodging and transportation

ROI for Your Employer

It will be easier to convince your boss if you can articulate how your request can benefit the company. Brainstorm possible ROIs by answering the following questions:

- How will this training help with my job?
- Will I learn anything new?
- Will attending this event help me lead the team? How?
- How will this training keep me current with the challenges and trends in my work?
- Can this training help us expand our market offerings?
- Can this event help us make connections with vendors and other thought leaders in the industry?
- Are there opportunities for recruitment and lead-generation?

Tax Benefits

Does your state provide tax credits or deductions to employers sponsoring employee development?

Performance Check

Are you in good terms with your boss? Did you do well on your last assignment or did you submit anything late recently? Make sure you're not in the red before requesting anything.

Crafting Your Email Pitch

Customize this email template using the information gathered in your research.

Hi _____,

I am writing to request training on _____. Right now, I only know how to _____ but learning _____ will help me _____.

I already found a credible training company with a course on this subject. Details below:

Company Name: _____

Credentials: _____

Curriculum: _____

Cost: _____

Training schedule and duration: from ____ to ____ at MM/DD/YY to MM/DD/YY

Attending this training will also help me _____, _____, and _____. In addition, I found that this training can be used to (tax deduction/get a certificate on) _____.

Please let me know what you think.

Negotiating in Person

Sometimes, emailing your request isn't enough. Customize any of these negotiation scripts or combine them to suit your needs.

Market Changes

Use this script for proposing training necessary due to industry changes, such as new software, programming languages or market changes:

Over the last ___ years of working as a _____, I've seen new _____ emerge. I've always tried to use the latest _____ in _____. The biggest change I've seen is _____.

Our (current tools, software or asset) is (problem, condition, issue, challenge). However, I've heard of a new _____ from other _____ called new industry update.

I've already found a _____ training and I'd like to sign-up to improve my _____ skills and ensure our _____.

Off-site Workshops and Seminars

This script is for proposing off-site or in-person training, even if your employer already provides online or web-based learning opportunities.

Online tutorials on _____ are useful to us. So far, it has helped me _____. But my experience with these self-paced tutorials confirms that it's not a replacement for seeing and talking to professionals face to face.

With offsite training, a specialist with hours of classroom experience can show me how to _____. The trainer can also answer my questions about _____. Plus, video tutorials don't provide feedback on _____, whereas a trainer can correct and improve my _____.

Brown-Bag Lunch

I saw a 3-day workshop on _____ happening in _____.
Some of the topics are _____ led by _____ and
_____ by _____. Getting a scoop on upcoming trends and
talking to competitors and vendors in _____ are a big plus.

I'll also host a brown-bag lunch when I get back so my co-workers can share the most valuable information I've learned from the event.

Prepare for Possible Objections

Answer the following questions so you know what to say when it comes up.

- What will happen to your pending tasks while you're away?
- How long will you be away from the office?
- Will you resign after completing this certification?
- Do you expect us to promote you, or raise your salary after this?
- Why does this cost so much?
- Why should the company approve this? What's in it for us?