

To: [your supervisor's name]
From: [your name]
Subject: Partners in Training

I would like to request approval to attend Partners in Training, [insert date] [insert location]

[pick one or both descriptions to describe what you want]

Oil & Lubrication with Ken Bannister

This interactive workshop is designed to introduce attendees to the basics of lubrication and deliver the building blocks to successfully develop and implement a seven-step best practice lubrication management program in your plant upon completion of this interactive workshop. Upon completion of the workshop course, attendees will receive an 8-hour certificate of training that can be used as proof of training and applied to any professional certification or designation program.

Or

Planning & Scheduling with Doc Palmer

This Planner/Scheduler course not only covers the theory and vision, but the nuts and bolts of how planning and scheduling work. Throughout the event, the course encourages the thoughtful development of planning and scheduling activities within your own facility by your team. This course allows class participants to take specific practices home to their own organizations to implement a new planning organization or dramatically improve an existing one.

Expenses: [itemize your costs here]

1 Day Oil & Lubrication = \$750

2 Day Planning & Scheduling = \$1,350

Meals: Included in registration fee

Materials: Included in registration fee

The total cost based on the numbers above is [add your estimated figure] and if we register by the early bird date we can save \$200.

Partners in Training presents the ideal opportunity for me to strengthen my skill set and make valuable contacts with others in our industry. Attendance can be considered part of our company's investment in continuous improvement of processes and people.

Thank you for your consideration.

[your name]

[your title]