



Looking for support in asking your manager to cover the cost a Together course? Or want some information to share with your team leader about bringing our trainings directly to your colleagues? We've compiled some tips on what we've found to be effective in the past, plus a sample letter for you to customize and utilize!

As you're approaching this, you may want to consider the **tangible skills you will gain from the course** and **how these skills will directly impact the effectiveness of your work moving forward**.

For example, learning the Later List tool may help you do longer-term planning and forecasting, to help you be more strategic in your role and your work.

Then, put these two pieces of information together into a memo for the ask, making the case for why this is a good investment of your time and the school or organization's resources.

Note: the "What You Will Learn" list for each Together course can be found at [thetogethergroup.com/courses](https://thetogethergroup.com/courses)

Dear **[name of your manager or team leader]**,

I am requesting support to attend The Together Group's **[name of course]** that will take place on **[dates]**.

The Together Group offers professional development for teachers, principals, leaders, nonprofit team members, and others in mission-driven organizations to meet their unique organization and time management needs. They train people to plan ahead, prioritize well, and protect their time for what matters most.

At the **[name of course]**, I will be learning **[insert information from the description and/or outcomes of your training provided on The Together Group's website]**. You can learn more about this opportunity at [thetogethergroup.com/courses](https://thetogethergroup.com/courses).

I believe that in addition to benefiting me both personally and professionally, participating in this course will greatly benefit **[name of your school/organization]** as it will support my work in the following ways: **[elaborate how this ties into your job function]**.

I would love to have the opportunity to take part in this course, so I hope you will approve my attendance. Given the high quality and proven success of The Together Group's courses, the registration fee of **[course registration fee]** is an excellent value.

Thank you for your consideration. I look forward to hearing from you and am happy to answer any questions.

Sincerely,  
**[Your name]**