

A template from Careering. Fill in the [brackets], add your own reasons, and send it to whoever holds your learning budget.

[Your name]

[Your role and team]

[Date]

Dear [Manager's name],

Request: The Possibility Project, a four-week development programme

I'd like to ask for support from our learning and development budget to join The Possibility Project, a four-week live programme run by Careering.

What it is

The programme helps experienced people take an honest look at how their career has developed, what they value now, and how to bring more of that into their work. It is not a job-search programme: it doesn't cover CVs or applications. A lot of it is about practical changes I can make in my current role, to how I work and how I show up.

What it involves

- A new module each week and a 90-minute live session every Monday, 6:00 to 7:30pm UK time, online and outside core hours
- Office hours or a fireside chat on Thursdays, 6:00 to 6:45pm, with every session recorded
- A one-to-one coaching session as the programme finishes
- Around an hour a week on the module, plus a five-minute daily reflection

Why it's worth it for my role and the team

- [Your first reason, for example: it will help me get clearer on where I add most value and focus my energy there]
- [Your second reason, for example: I'll come back with practical tools for reflection and small experiments that I can share with the team]
- [Your third reason, for example: it supports the development goals we agreed in my last review]

Cost and dates

The programme costs £975 including VAT. Careering issues an invoice in the company's name with every booking, and can invoice the company directly if that's easier (hello@careering.com). It runs on four consecutive Mondays from [start date]. Full details are at careering.com/possibility.

Thank you for considering this. I'm happy to talk it through whenever suits you.

Kind regards,

[Your name]