Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to attend a **CMC Prosci 3 day Change Management Certification Programme**. The session is scheduled to take place from *day, month, year*. It *is a virtual training delivery / will be held at \_\_\_\_\_\_\_\_\_\_\_\_ location .* Attending this programme will give me the perspectives, knowledge and tools to help our projects deliver results and outcomes by improving employee adoption and usage of change.

**Prosci** is a world leader in the change management space, based in the US. The foundation of their approach and methodology are regular benchmarking studies conducted every two years since 1998 – so the theories and tools are based on data and insights from real practitioners. Prosci also has a capability-building business model, so everything I learn is designed so that I can apply it. [CMC Partnership Global (Part of Prosci Europe)](https://www.cmcpartnership.com/) offers open enrolment courses in the **UK and Republic of Ireland, Italy and Singapore***.* In addition, CMC can also deliver private group courses for organisations *(please feel free to get in touch to explore the options and benefits of private courses*).

The [CMC Prosci Certification Program](https://www.cmcpartnership.com/prosci-change-management-practitioner-certification-programme)me is an interactive, experiential session. To attend, I ideally need to bring an active project so that I can apply the methodology, process and tools to it as I learn them. I propose bringing *project name* as my project. As you know, *project name* is an important effort in our organisation and we are expecting the following benefits, results and outcomes from the project:

1. *Insert project benefit, result, outcome*
2. *Insert project benefit, result, outcome*
3. *Insert project benefit, result, outcome*

The ultimate benefits realised from *project name* will depend on if employees adopt and use the solution, which is the essence of change management. By attending the Prosci Certification programme, I will learn a process-driven, tool-rich methodology for creating concrete deliverables that help us achieve the necessary milestones so that:

1) employees embrace, adopt and use the solution deployed in *project name*

2) we realise the desired benefits, results and outcomes. Prosci’s research shows that projects with great change management are six times more likely to achieve results than those with poor change management, and by attending this program I can bring those odds to *project name* .

I am seeking approval for the tuition, venue and travel expenditures. The open enrolment training programme is currently UK: £2,665 + VAT (Virtual) or £2,900 + VAT (In person) / Italy: Euro 2,995 (Virtual) / Singapore: SGD 6,048 (Virtual) or SGD 6,426 (In person), and includes course learning materials, a Prosci Single User License and 12 months access to extensive Prosci Portal hosted resources. If another of my colleagues can join me and register at the same time on the same open enrolment session dates , we will benefit by working together as we learn and also save 4% on tuition.

Here is a complete breakdown and estimates for the costs of certification:

- Programme Fee: UK: £2,665 + VAT (Virtual) or £2,900 + VAT (In person) / Italy: Euro 2,875 = VAT / (Virtual) / Singapore: SGD 6,048 (Virtual) or SGD 6,426 (In person)

- Travel (if applicable): \_\_\_\_

- Accommodation (if applicable): \_\_\_\_

TOTAL: \_\_\_\_

I will make arrangements for others to cover my responsibilities during the days that I am attending the training. Please accept this proposal, as I am confident that when I return I will have a solid strategy and a start on the key change management plans that are needed on *project name* as well as the change management skills to help projects succeed moving forward.

Thank you for your consideration,