Dear your boss or supervisor

As you know, I feel engaged and enthusiastic about my role. One thing I value most about working for you and this company is your interest in my growth. Because of this, I would like to pursue additional training to help me further improve and develop my skills.

I am looking to become a more effective problem solver, decision maker and people leader within my role so that I can contribute as much as I can to the team as well as generate strong leadership and team morale.

I have done some research and believe that I have found a course that will suit me well. While searching, I have made sure to focus on finding a course that offers the following:

* What you’re looking to get out of this development opportunity, some examples listed below
* A course that is easy to complete and doesn’t take time away from my work. All work is completed online.
* Something that offers a peer-coaching model and allows me to work alongside other people in our industry.
* Access to mentors and tutors
* A course that will allow me to build a plan for providing a long-term impact on our team.

The course I have found is a Critical Thinking course called [BBIT Thinking Foundations](https://blackbeltinthinking.com/courses/thinking-foundations-course/), offered by the [Black Belt in Thinking team](https://blackbeltinthinking.com/team/) at [ViAGO.](https://viagointernational.com/)

The course is a five-module critical thinking course that covers how to make faster more effective decisions, understanding the root cause of recurring problems, creating robust and innovative solutions, and identifying and overcoming obstacles to goals. The BBIT team provides well-structured modules with video teaching, real life examples and access to mentors and tutors through a BBIT community. Each module introduces a different logical thinking approach, and each week builds on what has already been learnt so that I can develop a comprehensive problem-solving toolkit that I can apply in business.

I would walk away with practical skills that will enable me to think critically yet quickly – allowing me to rapidly develop solutions to even the most intractable problems.

The cost for the course is $620 and will give me access to the course content, mentors and tutors, feedback on my course work as well as life access to their online BBIT community hub, where I can speak with other participants who are in the same field of work.

By providing this opportunity, I believe we will be able to change the way we think and come up with some robust and innovative solutions that will see us producing even better results.

I appreciate your consideration for my request in professional development. The next cohort for Thinking Foundations begins insert start date from website and would really like to jump on that one if possible.

I am happy to schedule some time to speak about this in more detail if you would like.

Sincerely,

Your Name