



Approach Your Boss for Support

To earn the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation

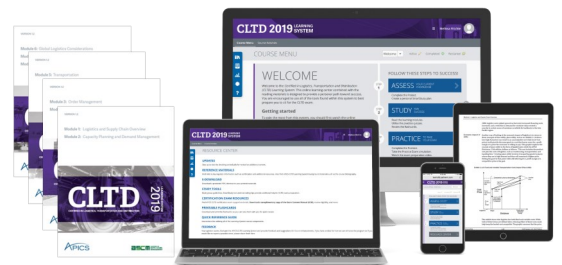
You know the benefits that CLTD certification and the CLTD Learning System would bring to you and your organization. Now it's time to ask for the support of your manager. We can help!

This document will help you make a case for your training request, draft discussion points for an in-person meeting, and craft an initial email to your boss.

Making Your Case for Training Support

Before you approach your boss, consider your answers to the questions below. It will be much easier for your employer to approve your request if you can show that this training will not only benefit you and your career, but the entire organization. Use these answers as discussion points for an in-person meeting.

- 1 What are the current initiatives at your company or within your department? How can logistics management training help you meet these challenges and influence your company's business objectives?
- 2 Will you complete the CLTD Learning System for professional development and skills? Or are you interested in pursuing CLTD certification?
- 3 What parts of the CLTD Learning System interest you the most and how will your new skills and knowledge benefit your company? Even if training isn't currently a high priority at your company, discussing how it will benefit your department and your company can help your supervisor justify the investment.
- 4 How much will your training cost in terms of out-of-pocket expenses? Will your training qualify for any tuition reimbursement or assistance programs, department training budgets, or government-funded training grants?



Doing some research in advance and preparing a budget will help your supervisor make a decision. We also recommend you provide your supervisor with the **Top Five Reasons My Employer Will Benefit**.



Visit apics.org/cltd for more information

