



# 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 state-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.**

**5 Ways Your Organization Will Benefit From Your CLTD Certification**

There are many reasons to pursue the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation. Once you set your certification or professional development goal, it's time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain the CLTD certification.

- 1 MY KNOWLEDGE WILL BE CURRENT AND RELEVANT**  
Now more than ever, logistics leaders are required to assume a greater role, contributing to and advancing their organization's bottom line. The CLTD certification recognizes this trend and takes a fresh and current look at what logistics management professionals need to know and how to put that knowledge to work. Achieving my certification means I'll be ready to take on new roles and responsibilities.
- 2 I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY**  
When I prepare for the certification exam with the CLTD Learning System, I won't be simply memorizing a textbook. I'll be applying concepts and understanding best practices for handling day-to-day business as well as unexpected scenarios. I'll be learning from the experiences of other logistics professionals, sharpening my skills and boosting my productivity and effectiveness.
- 3 THIS CERTIFICATION IS DEVELOPED WITH EMPLOYERS IN MIND**  
The CLTD assesses individuals based on a comprehensive body of knowledge, best practices and standards for those in the logistics, transportation and distribution industries. This certification will reflect what I need to know and how to apply it to be more effective in our organization. Growing the influence of logistics function through certification is a worthwhile investment that also increases our reputation as an organization that takes this part of end-to-end supply chain management seriously.
- 4 MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY RECOGNIZED**  
We live and work in a global economy and my skills need to be globally applicable. Earning this certification will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.
- 5 MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR LOGISTICS AND SUPPLY CHAIN PROFESSIONALS**  
APICS has represented the supply chain, logistics and logistics community for nearly 60 years, and has members in 88 countries. Training of this caliber and reliability provides an opportunity from which our organization can benefit—ultimately saving our organization time and money on training and professional development.

APICS Visit [apics.org/cltd](http://apics.org/cltd) for more information CLTD

