



# REQUESTING EMPLOYER SUPPORT

Many of you have asked about how to best approach your employer for learning and development support. We've searched through our correspondence and curated the best tips to consider as you build a case for advancing your career.

## 1 ASK QUESTIONS

Ask your manager or company's HR, L&D or business unit if the company provides reimbursement for professional development.

### If yes, ask:

- What do I need to prepare in advance for approval?
- What is the necessary timing of a request for reimbursement?
- What types of programs are eligible for reimbursement?
- Has anyone else in the organization done a program like this before?
- How can I connect with other colleagues that may be interested? \*

*\*Participants are eligible for a 20% group discount when 5+ participants from the same organization attend the program together. For more information on attending as a group visit: [go.executive.berkeley.edu/groups](http://go.executive.berkeley.edu/groups)*

### If no: Consider what an alternative solution could involve.

Follow up with questions like:

- May I take advantage of travel/accommodation coverage?
- Is there PTO flexibility?

## 2 SHOW THE NEED

Your employer may already be aware of the challenges you face in your role within the organization, as well as your strengths and areas for development. Now it's on you to show how and why this program delivers a solution:

- Provide specifics about the curriculum by downloading the program brochure and sample schedule from the website. Correlate these key takeaways with your specific development needs.
- Highlight what attracted you to the program and how you plan to leverage your experience upon return for both your personal development and the organization's benefit. Be sure to highlight any helpful assets shared in your program such as survey results, templates etc.

### KEEP IN MIND...

*Advanced education is one of the best investments you can make for your future. You'll gain newly acquired skills and understanding to stay relevant in a changing economy, along with enjoying the ongoing benefits like an active alumni network, discounts on future programs, and the mark of distinction that comes from attending programs at a world-class university.*

If you would like a sample letter to use when approaching your employer about interest in professional development with UC Berkeley Executive Education, contact us at [executive@berkeley.edu](mailto:executive@berkeley.edu).