

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

I would like to request a training budget of \_\_\_\_\_, to pay for \_\_\_\_\_ individual subscriptions to CBT Nuggets online, self-paced IT training. Continuous access to training is essential for our department and doesn't just benefit the IT team; it benefits the company's bottom line.

- **IT moves fast; we need to keep pace:** Our IT team and our organization need to be able to navigate and implement new technologies or we risk falling behind our competitors. Only two (2) years ago, Cloud data centers did not exist, now over half of U.S. businesses use some form of Cloud computing, impacting every sector of IT from data storage to security, and office productivity.
- **IT Training improves effectiveness:** Recent Studies show that an investment in training and certifying the skills of IT team members is the single biggest predictor of project success. Moreover without ongoing training, employee performance degrades by more than 25% every four years.
- **IT Training cuts costs :** When facing a skills-gap, the cost of hiring outside candidates or consultants can greatly outweigh the costs of training or promoting within. Training also supports employee retention by providing access to professional development opportunities. Employees who don't feel supported to achieve their career goals are 12 times more likely to consider leaving than employees who do. It can cost as much as \$150,000 to replace a skilled IT employee.

Specifically we are looking to cover the following training needs : \_\_\_\_\_, all of which are available through CBT Nuggets. The online, self-paced format of the CBT Nuggets training platform has a number of advantages:

- **High quality, extensive training library:** Full access to training on hundreds of technologies, covered in an engaging way by proven industry experts, for less than the price of a single-topic bootcamp. Training and reference information at our fingertips - from project management to IT security and Cloud computing.
- **Unparalleled access that reduces lost productivity:** Online training available 24 hours a day, 365 days a year, so that everyone on the IT team can train without leaving work, and leaving the team short-handed. Unlike classroom-based training, online instruction is delivered in concise, focused videos that fit easily into small breaks in the work day. And the training remains available for as long as the subscription is current and doesn't leave when the trained employee does. Additionally, the training videos function as a reliable reference library, which saves time for our IT team and allows for consistency in implementation.

- **Hands-on learning support:** Included supplementary services and features that maximize the effect of online learning - practice exams, lab exercises, and accountability coaching, a unique service through which learners receive personalized study strategies and regular check-ins to ensure IT team members stay on pace with their learning goals.

Our team looks forward to the opportunity to develop in service of our organization's needs. If you have further questions about our training needs and options, I'm happy to discuss.

Best,  
IT Team Manager