

**Getting the Conversation Started—an email template**

An easy way to get the conversation started with your boss is to send an email. We’ve provided a sample template below with three options for the opener. Simply copy and paste the text into your email, choose an opener that best matches your situation, and customize the email so it resonates with your manager.

Subject: Professional Development Opportunity

Dear <<insert supervisor name>>,

Alternative 1: Help Meet Corporate Goals

I’ve been thinking about <<insert organization name>>’s commitment to <<insert company strategy/goal>> and how our HR team can be a proactive player in its achievement.

I’ve found a great training program that teaches <<key topics addressing strategy/goal>> which I feel are vital knowledge areas and skills that can help me and others on our team make a difference.

Alternative 2: Help Meet Personal/Team Goals

I know you’re always on the lookout to find great training programs that will help our team stay at the forefront of HR best practices. I’ve found a program that will help me <<and the rest of the team>> meet <<our/my>> 2025 training goals while building our credibility within the organization and beyond.

Alternative 3: Value of Training/Credentials

I’m writing you in hopes that you will support my goal of advancing my HR competencies, knowledge and practical skills. The return on investment in professional development can be exponential, both from an individual and organizational standpoint. I’ve found a program that is proven, practical, and extremely relevant to my position.

[The SHRM Learning System®](https://www.shrm.org/credentials/certification/exam-preparation/shrm-learning-system) is a professional development and certification preparation program based on the behavioral competencies and HR knowledge needed for effective job performance, as described in the [SHRM Body of Applied Skills and Knowledge](https://www.shrm.org/credentials/certification/exam-preparation/bask)® (SHRM BASK®). The topics covered in the program are based on input from the global HR community and reflect what HR practitioners need to know to be leaders in their organization and profession.

The SHRM Learning System will not only help me increase my HR knowledge, it can also help me prepare for the [SHRM Certified Professional (SHRM-CP)](https://www.shrm.org/credentials/certification/shrm-cp) or [SHRM Senior Certified Professional (SHRM-SCP)](https://www.shrm.org/credentials/certification/shrm-scp) certification exam. By participating in the training and earning my certification, I can make a positive impact on our organization in many ways, and here are just a few of them:

1. My knowledge will be current and relevant.

2. I will learn practical skills to impact my job immediately.

3. I’m choosing an accredited certification that was developed with employers in mind, ensuring I have the knowledge and competency to be a leader in this organization.

4. My knowledge and skills will be globally applicable and universally recognized.

5. This training comes from SHRM, the leading advocate for HR professionals.

Thanks for considering this educational opportunity. I would be happy to discuss it further in person.

Sincerely,

<<insert your name>>