



Approach Your Boss for Support

To earn the APICS Certified Supply Chain Professional (CSCP) designation

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

Use this document to 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 questions and answers as discussion points for an in-person meeting.

- 1 What are the current initiatives at your company or within your department? How can supply chain management training help you meet these challenges and influence your company's business objectives?
- 2 Will you complete the CSCP Learning System only for professional development and skills? Or are you also interested in pursuing CSCP certification and taking the CSCP exam?
- 3 What parts of the CSCP 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. Use the "Program Content" sheet to point out specific topics.
- 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 an informed decision. We also recommend you provide your supervisor with the **Top Five Reasons My Employer Will Benefit**.

