**Justification Letter**Coaching Skills Accelerator

| How to Use This Letter: The template below is designed to help you request employer reimbursement or sponsorship for your enrollment in the Coaching Skills Accelerator course. It outlines the business case for leadership development through coaching skills and highlights how this training will directly benefit your team and organization.  Feel free to personalize the letter to reflect your role, goals, and organizational context. You can share it with your manager, HR team, or anyone responsible for professional development approvals. |
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# **Letter Copy:**

Dear [insert Manager’s Name],

I’m writing to request your support to enroll in the **Coaching Skills Accelerator**, an 8-week, leadership course offered by Coaching.com in partnership with expert facilitators and ICF-certified coaches.

This course is designed specifically for people leaders like myself who want to strengthen communication, empower teams, and improve leadership effectiveness by applying coaching techniques in everyday work. It offers 24 hours of accredited learning and combines live virtual sessions, real-world coaching demonstrations, peer practice, and structured tools I can begin using immediately.

Here’s how this course will directly benefit [insert Company Name]:

1. **Enhance team engagement and performance** - Coaching-infused leadership improves collaboration, accountability, and motivation.
2. **Improve retention and reduce burnout** - Research shows that employees with coach-like managers are 40% more engaged and 3x more likely to be high performers (Gallup, HBR).
3. **Accelerate development of others** - I’ll learn how to lead conversations that drive ownership, reduce micromanagement, and increase clarity and growth.
4. **Strengthen organizational culture** - I’ll be trained to integrate trust-based, values-driven communication into every part of team life.

The course is backed by neuroscience and adult learning theory, and is accredited by SHRM, AMA, and ATD. Upon completion, I’ll receive a certificate and 24 professional development credits, which I’ll be happy to document.

**Total cost:** $1,750 USD (payment plans available).

**Course length:** 8 weeks (2 hours per week live + 1 hour of self-paced application).

I believe this investment would not only expand my leadership toolkit but also strengthen my ability to support and develop others, aligned with [insert Company Name]'s goals around performance, engagement, and retention.

Thank you for considering this request. I’d be happy to share more details or walk you through the course outline if helpful.

Sincerely,

[Your Name]