

Making Your Case for Professional Development – A Guide



Talking to your manager about professional growth doesn't have to feel overwhelming. You've likely had discussions during performance reviews about your development path. These questions can guide you as you gear up to request training aligned with those conversations.

- 1. What areas of development or growth have you already discussed with your manager?** *Take a moment to reflect on the feedback you have received and any past successes and failures. Identify your key areas of strength as well as areas of improvement.*
- 2. Review [CMC's full course list](#) to narrow down course(s) that will fit your development goals.** *CMC Training Advisors can help you select courses that fit your areas of development. Contact us via live chat, email or telephone for course recommendations.*
- 3. How is the course aligned with your current role and the development areas you have identified?**
- 4. What does success look like? How will your learning benefit you and your team?** *(E.g., Increased productivity due to better time and workload management or enhanced communication leading to more efficient collaboration.)*
- 5. What are the course logistics?** *(E.g., Duration and dates, location or virtual and costs)*
- 6. You know your manager and organization best. Consider other key details you know they'll want.** *(E.g., Workload coverage for while you're attending training, skill sharing, what support you'll need when you are back at work.)*

Other tips:

- Knowing your company's policies, processes and resources for development is valuable. Ask your manager if you're unsure.
- Consider sending the outline for the course(s) you are considering ahead of time so your manager can spend a few minutes reviewing it ahead of your discussion.