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|  | Iowa Mold Tooling Co., Inc |

Memo

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| To: | John Van Gerpen, Controller |
| From: | Chelsy King, Accountant II |
| cc: | Amy Brownlee, Director of Finance |
| Date: | January 17, 2017 |
| Re: | Business Writing Course Funding |
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With one my FY17 career development goals being “improve communication”, I have been looking for different ways to help develop my writing skills. I have found a business writing course available at Kaplan University and am requesting funding for said course.

In our organization, the ability to communicate via email to a wide range of audiences is extremely important and one of the focuses of this course is writing professional emails. Once completing the course, I feel I’ll be able to communicate more effectively and will be able to step in to help write and deliver communications throughout the organization.

Gaining the ability to communicate more effectively will help cut down time spent on tasks that previously may have raised more questions than answered. It will also allow me to help other individuals with proof reading their documents instead of passing the work on to you or other leaders. Completion of this course will give me the skills and knowledge I need to better communicate with anyone in the organization.

This course is offered online, so will not require me to miss any days at the office. I will commit to completing the course work outside of the office, so it will not have an effect on my daily tasks. The course start date is February 6th and will last seven weeks. The cost is $700.00 and includes the course and all materials needed to complete successfully.

Thank you for your time and consideration of this funding request. I strongly feel this class will help develop me and give me some writing skills I can bring back to share with our group. While the class lasts seven weeks, I believe I’ll be able to implement new ideas as soon as I start, so benefits will be seen right away. If you have any questions or need additional information from me, I can be reached by phone at 641-430-4150 or by email at chelsyrking3@gmail.com.