

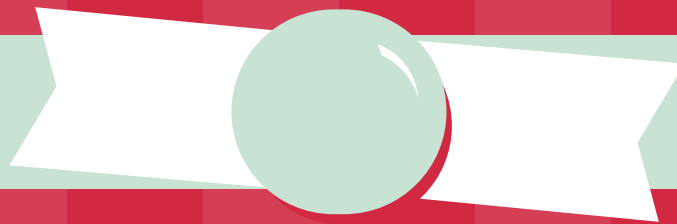
Seasonal Strategies

FOR SECURING TRAINING



A Festive Guide

FOR ADMINISTRATIVE PROFESSIONALS



As the year wraps up and holiday cheer fills the air, it's the perfect time for administrative professionals like you to think about the gift of growth and learning. Continuing education and training are the ornaments on your career tree, shining brightly with potential and opportunity. However, with budget belts often tightened like ribbons on a present, getting approval for professional development can seem daunting.

Here are some *Festive* and effective tips to advocate for your training during this holiday season:

Present The Gift Of Training

Paint a picture of how training is a present that keeps giving, benefiting the whole organization with increased efficiency and improved skills. Share success stories or personal anecdotes of training triumphs that have spread cheer and productivity in other workplaces.

Make A List (And Check It Twice)

Identify the specific areas where you or your team could use some extra sparkle. A well-thought-out list of training needs shows you're serious about professional growth.

Elf-Sized Bites Of Learning

Research training options that fit your organization's budget and goals. Consider micro-webinars or short online courses that deliver significant learning without a hefty price tag.

Gather Around The Corporate Fireplace

Involve your manager and colleagues in the decision-making process. Just like a family gathering around the hearth, collective input and support can warm up the idea of training.

Share The Festive Results

After completing a training course, showcase the improvements like you would a beautifully decorated holiday home. Highlight increased productivity or improved skills to prove the value of your investment.



But *What if* you hit a patch of ice and your request is denied?

Seek Guidance from the North Pole

Ask for specific reasons why your training sleigh didn't take off and use this feedback to build a stronger case next time.

Explore the Winter Wonderland

Look for alternative learning paths like online courses or professional networking groups.

Gift Yourself Knowledge

Engage in self-directed learning through books, industry articles, and online forums.

Negotiate for Different Forms of Support

Perhaps you can get time off for self-study or reimbursement for materials.

Keep Your Training Lights Bright

Continue advocating for your professional development. Persistence can eventually pay off, like waiting for that special holiday surprise.



Asking for Training: Your Holiday *Wish List*

✓ **Arrange a Cozy Chat with Your Manager**

Discuss your training desires in a comfortable setting, like sharing a cup of hot cocoa.

✓ **Write a Letter to Your Corporate Santa**

Outline the reasons why this training is on your wish list and how it can benefit your workshop (a.k.a. workplace).

✓ **Include Training in Your Year-End Review**

Align your training wishes with the broader goals of your organization, like adding more lights to the company tree.

✓ **Be Your Own Secret Santa**

Look for training opportunities yourself and present them as options to your manager.

✓ **Enlist the Help of Corporate Elves**

If your direct manager isn't supportive, maybe someone else in the organization can help.



In Conclusion: Your *Sleigh Ride* To Success



Investing in professional development is like choosing the perfect holiday gift for your career. By advocating for yourself and exploring all avenues of learning, you can continue to grow and make significant contributions to your team and organization.

Championing For Administrative Professional Training

For further guidance, download [“Championing for Administrative Professional Training”](#) by Kayla Hutchens. This resource, filled with tips and strategies for getting training approval, is like the star atop your holiday career tree. Don’t miss this chance to shine —download your copy today and take your career to new, festive heights!