

Subject: Training Request

Hello <<insert line managers name>>

I have received notification about an online training programme for Assistants.

Here are the details:

Event name: CUBE. A subscription based programme designed to upskill PAs, VAs and business support professionals.

Location: Online

Investment: £270 + VAT annual or £27 + VAT monthly subscription.

The programme has been organised by Appetite for Business who are Microsoft 365 Specialists and one of the top learning providers in the UK. It offers a unique managed service to allow organisations and individuals to adapt – and thrive – through effective use of Microsoft365, SharePoint, Teams, and other associated business apps. Through consultancy, training, support, best practice, and governance, they equip employees with the confidence to embrace IT-led change. Ensuring users are encouraged and motivated to work more productively, save time, and able to collaborate with colleagues easily to realise true value of the Microsoft 365 technology we have invested in.

They talk frequently at conferences for PAs, EAs and currently train others like me so they understand the role, the challenges, and the digital skills required to enhance skills as an administrative support. Especially in the current climate and the anticipated change in working practices as we move forward. I believe this programme will positively support my role and help me learn strategies, tools and techniques that will really support and add value to you and the organisation.

On the online programme, they have a mix of video based training, webinars, online Q and A's and advice, all designed to support this role and everything is presented in a logical easy to find format which is highly intuitive and structured. I believe I will learn a lot from this subscription in addition to sharing best practice with other individuals in similar roles.

The sessions cover all the updates and tools that are available within the Microsoft 365 toolkit starting with:

- Communicating using Teams, using Live events, best practice set up, governance and use cases
- SharePoint, OneDrive for better document management, security and compliance.
- Better use of the Microsoft Office Suite, saving at least 1 hour a day and how it integrates with Microsoft365

I believe the investment in my attending this online subscription programme will:

- Improve my performance and productivity.
- Enhance my skills as an administrative professional.
- Boost my knowledge, skills and productivity.
- Inspire me to bring new ways of working and fresh ideas to my role.
- Help me keep on top of my personal and professional development while we are working from home and remotely.

For these reasons, attending this online subscription programme will benefit my personal development and the work that I do every day.

The subscription is very good value compared to other training on the market and as it is a launch event it is even more affordable for the level of content and support that is being provided.

I hope you can see that the investment is worthwhile for the value and return it will bring to the business through my supporting role.

Kind regards

<<your name>>