Dear (Insert Name);

I have discovered a great opportunity to help make our workplace safer. The National Safety Council offers a [Safety Training Methods](http://www.nsc.org/learn/Safety-Training/Pages/Courses/safety-training-methods.aspx) course. This four-day class will provide me with the confidence and skills needed to plan, organize, create and deliver performance-based safety training programs that truly engage our employees and improve our organization’s safety practices. The course will help me:

* **Make educated decisions about the safety training needs for our workforce.** I will develop a solid understanding of needs analysis, performance objectives, instructional strategy and methods, content, delivery evaluation and costs – and how to apply them to our organization’s safety training program.
* **Build my skills as a trainer and facilitator.** In addition to strategies and methods to address adult learning needs, this course also teaches facilitation skills to manage challenging audiences and make training more meaningful.
* **Gain new perspectives from my peers.** Activities will include small and large group discussions, problem analysis through case studies and many other opportunities share experience and knowledge with peers.
* **Return with a ready-to-implement plan.** I will leave the class with a custom safety training program for our organization

The course fee is $1,295 for NSC members, and $1,650 for nonmembers. Additional details on topics covered and key take-aways can be found on the [course webpage](http://www.nsc.org/learn/Safety-Training/Pages/Courses/safety-training-methods.aspx). After attending this course, I am confident that I will have the necessary knowledge and skills to plan and design a performance-based safety and health training program for our organization.

I will earn 2.6 CEUs towards the NSC **Advanced Safety Certificate (ASC)** program, a nationally recognized program that will further my safety knowledge. Beyond helping me to direct our organization's safety plan with even greater efficiency and success, the ASC program will:

* **Provide a balanced approach to safety management.** In addition toproviding an in-depth look at the issues safety practitioners face every day, the ASC curriculum also addresses administrative, technical and cultural elements of the job.
* **Sharpen my leadership skills.** The ASC curriculum helps to hone problem-solving, decision-making and delegation skills, whereby improving my effectiveness as a manager and leader.
* **Provide a network of safety professionals.** The instructor-led format of the ASC program fosters a dialogue among safety professionals in various industries.
* **Contribute towards my required CEUs.** Courses within the ASC curriculum contribute anywhere from 0.65 to 2.6 CEUs. These CEUs are recognized and accepted by:
  + Board of Certified Safety Professionals/Certified Safety Professional
  + Institute for Safety and Health Management
  + American Industrial Hygiene Association

I have enclosed additional information on both the Safety Training Methods course, as well as the ASC program. Please take some time to review the benefits of these programs and let me know if I have your approval to register for the course and pursue my Advanced Safety Certificate.

Thank you for taking the time to review this request. I am looking forward to hearing from you.