Dear <Insert Your Boss’ Name Here>,

As you know, keeping up on the latest information management practices and skills is essential for our team’s success. Therefore, I believe that my completion of [**AIIM’s Business Process Management (BPM) Course**](https://www.aiim.org/Education-Section/Deep-Dives/Deep-Dive-BPM) will help us improve and automate our operational processes to make our organization run more efficiently.

The BPM course provides practical guidance to map, standardize, and automate our processes with the right strategies and technologies. This training will give me the skills needed to analyze and troubleshoot existing business processes and make specific recommendations for improvement to maximize ROI and ensure compliance.

After taking this course, I will be able to:

* Identify, map, understand, and manage processes across the enterprise
* Analyze existing business processes to identify issues and potential solutions
* Implement and utilize different workflow and BPM technologies
* Understand the fundamentals of flowcharting and use standard charting symbols and functions
* Determine the most effective process improvement approach for a particular situation
* Design and implement an effective process improvement program

The price of this course is <Insert price here>.

Online Specialist (non-member) $595

Online Master (non-member) $1,785

Online Specialist (member) $535

Online Master (member) $1,600

Upon completion, I’ll share key strategies and takeaways, including those that we can implement immediately and will positively impact our bottom line.

Thank you for your consideration.

<Insert Your Name Here>