**IT DOESN’T HURT TO ASK…**

An MIT xPRO Guide to Discussing Professional Development with Your Employer

**HOW TO USE THIS GUIDE**

1. Take a look at the *Negotiating to Create Value: The Mutual Gains Approach* [website](https://learn-xpro.mit.edu/negotiations). Note which topics and learning outcomes align with your company and personal goals.
2. Review the “Common Objections” on page two to help augment your letter or support a follow up conversation.
3. Customize the yellow areas highlighted in the template on page three of this guide and send it to your manager or HR professional.
4. Have any other questions about the program that might help your case? Or interested in group pricing for your team? Email us at xpro@mit.edu.

**COMMON OBJECTIONS**

Your employer will have questions. Let’s help you answer them.

* **Objection:** “It costs too much.”
* **Response:** It might cost more to neglect workforce training. Companies that prioritize employee development make median revenue of $169,100 per employee while companies that don’t make less than half of that: $82,800 ([Source](https://www.cornerstoneondemand.com/sites/default/files/whitepaper/smb-wp-nonexistent-tm-strategy-costing-money.pdf))
* **Objection:** “It will take you too much time and distract you from your work.”
* **Response:** This course is designed for professionals, with an estimated time commitment of 4-6 hours per week, all online, for just four weeks. Learning new skills does take time, but the format is flexible, offering learners the ability to watch lectures, read case studies, and practice new techniques on their own schedule.

Plus, the time a company invests in training will save them time in the long run. A study by the National Center on the Educational Quality of the Workforce (EQW) supports this, finding that a 10% increase in educational development produced an 8.6% gain in productivity. ([Source](https://www.businessknowhow.com/manage/higherprod.htm))

* **Objection:** “How is this different from those other online courses?”
* **Response:** MIT xPRO offerings are created and taught by MIT faculty with insights from industry experts and are optimized for learners who are full-time working professionals.

*Negotiating to Create Value: The Mutual Gains Approach* empowers learners with a proven process model, based on experimental findings and hundreds of real-world case studies.

When you complete this course, you will be prepared to:

* Identify the key stages in every negotiation so you always know where you are and what’s coming next.
* Recognize how to maximize your share of every deal while maintaining long-term relationships.
* Self-assess your personal theory of practice (PTOP) and learn how to continue to improve as a negotiator.

**EMAIL TEMPLATE**

Copy and paste the following text into an email to your manager or HR professional

Hi [MANAGER’S NAME]

I would like to submit a request for professional development through MIT xPRO's online course *Negotiating to Create Value: The Mutual Gains Approach*. This four-week online course offers training that I believe is directly relevant and beneficial to what we're trying to accomplish within [OUR COMPANY NAME].

This course will walk me through the Mutual Gains Approach (MGA)-- a proven process model, based on experimental findings and hundreds of real-world case studies. The course emphasizes that the most effective negotiations aren't always about win-win, but rather about getting good results for ourselves and our negotiating partners while maintaining positive working relationships which can be crucial in future interactions. By the end of the course, I’ll be able to self-assess my personal theory of practice (PTOP) and learn how to continue to improve as a negotiator.

The course cost is $1,149 (USD). It runs for just 4 weeks. This program is designed for full-time working professionals so the schedule will work with my current position. Group discounts are also available.

For more information, visit: [learn-xpro.mit.edu/negotiations](https://learn-xpro.mit.edu/negotiations).

Thank you for considering my training request,

[YOUR NAME]