Dear (Insert Name);

I have discovered a great opportunity to help make our workplace safer. The National Safety Council offers a [Safety Management Techniques](http://www.nsc.org/learn/Safety-Training/Pages/Courses/safety-management-techniques.aspx) training course. This four-day class will provide me with tools and skills to enhance my safety management techniques and enable me to better influence our organization’s safety and health efforts. The course will help me:

* **Learn to look at safety from a business and systems perspective.** This course takes a balanced approach to safety management, addressing administrative, technical and cultural issues, which will help me to effectively manage projects and employees.
* **Build my role as a safety leader in our organization and a mentor to others.** This course will provide knowledge on the strategies and steps I can take to create individual and organizational change, including tips on how to get the whole team involved in safety and health efforts.
* **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 safety management action plan based on our company’s safety and health practices.

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-management-techniques.aspx). After attending this course, I am confident that I will have the necessary knowledge and skills to lead safety in our organization, and get our team involved in safety and health efforts.

I will earn 2.6 CEUs towards NSC’s **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 peers 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 Management Techniques 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 looking forward to hearing from you.