

Cohort 1: Mastering Training Needs Analysis

Convince your boss with this email

SAMPLE 1

Subject: Request for Supervisor Nomination to Join Cohort 1: Mastering Training Needs Analysis

Dear [Supervisor's Name],

I hope this email finds you well. I am reaching out to request your support in nominating me for the upcoming Cohort 1: Mastering Training Needs Analysis, part of the OLxD Cohort Program.

This cohort focuses on equipping participants with tools to conduct effective Training Needs Analyses (TNA), align training programs with business objectives, and deliver measurable results. These skills are critical for identifying organizational knowledge and skill gaps, which directly impact team performance and growth.

By participating in this program, I will:

- Develop expertise in conducting TNAs using surveys, focus groups, and data analysis.
- Learn to align training initiatives with our organizational goals.
- Gain actionable insights to create data-driven, impactful training solutions.

The program is virtual, spans three weeks, and requires a minimal time commitment on weekends:

- Fridays: 5 PM - 7 PM
- Saturdays: 5 PM - 8 PM
- Sundays: 5 PM - 8 PM

I believe this program will greatly enhance my ability to identify and address learning needs within our team and contribute to achieving our strategic objectives.

If you agree, the next step is to submit a supervisor nomination on my behalf through the link - <https://www.olxd.org/cohort>

Please let me know if you have any questions or need further details. Thank you for considering my request, and I look forward to your support.

Best regards,

SAMPLE 2

Email Title: Recommendation Request

Dear (Manager),

I trust this email finds you well.

I came across a professional development initiative by the Organization Learning and Development Community called “Cohort Series” ([hyperlink web page link](#)). It is an immersive learning experience that will enhance my technical skills, expose me to relevant information about the learning development industry and guide me to deliver measurable results in the organization.

Participation in this learning and development program comes at no cost. However, to enroll, I need a recommendation from my manager or supervisor. This ensures I have the necessary managerial support to effectively apply the skills gained during the program directly to my role.

I humbly request you to recommend me to attend the “**Mastering Training Needs Analysis**”. This cohort will run for **3 weeks (weekends)** and offer a total of **24 hours** of interactive contact sessions and practical assignments. Participating in this cohort will enable me.

- Conduct effective Training Needs Analysis (TNA) using tools like surveys, focus groups, and job analyses.
- Analyze data to prioritize training needs and link them to business objectives.
- Design practical, targeted learning interventions based on validated training needs.
- Present findings and solutions to stakeholders with confidence and clarity.

To recommend me for this cohort, kindly complete the form here - <https://www.olxd.org/cohort>

I look forward to your response.

Warm regards,

(Your name)