

Sample

Subject: Request for Supervisor Nomination to Join OLxD Cohort 2: Designing Effective Training Programs

Dear [Supervisor's Name],

I am writing to request your support in nominating me for the **Cohort 2: Designing Effective Training Programs**, part of the OLxD Cohort Program.

This cohort is designed to enhance participants' skills in crafting engaging, inclusive, and results-driven training programs. It will provide me with tools to design impactful learning experiences that directly address our organizational and team needs.

By joining this program, I will:

- Learn to develop SMART learning objectives aligned with our challenges.
- Create training content that is engaging, inclusive, and accessible to diverse learners.
- Integrate blended learning approaches to improve flexibility and scalability.
- Evaluate training effectiveness using proven assessment frameworks.

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 the knowledge and skills gained through this program will enable me to design and deliver impactful training initiatives that align with our team's goals.

If you agree, the next step is to submit a supervisor nomination on my behalf through the [registration form link].

Thank you for considering this opportunity for my professional growth. Please let me know if you have any questions or require additional information.

Best regards,
[Your Name]