

APPROACH YOUR BOSS FOR SUPPORT

To earn the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation



You know the benefits that CLTD certification and the CLTD Learning System will bring to you and your organization. Now it's time to ask for the support of your manager. We can help!

Use this document to make a case for your training request, draft discussion points for a meeting, and craft an initial email to your boss.

Making Your Case for Training Support

Before you approach your boss, consider your answers to the questions below. It will be much easier for your employer to approve your request if you can show that this training will not only benefit you and your career, but the entire organization. Use these questions and answers as discussion points for a meeting.

- 1 What are the current initiatives at your company or within your department? How can logistics management training help you meet these challenges and influence your company's business objectives?
- 2 Will you complete the CLTD Learning System only for professional development and skills? Or are you also interesting in pursuing CLTD certification and taking the CLTD exam?
- 3 What parts of the CLTD Learning System interest you the most and how will your new skills and knowledge benefit your company? Even if training isn't currently a high priority at your company, discussing how it will benefit your department and your company can help your supervisor justify the investment. Use the **Module Content Outline** to point out specific topics.
- 4 How much will your training cost in terms of out-of-pocket expenses? Will your training qualify for any tuition reimbursement or assistance programs, department training budgets, or state-funded training grants?

Preparing a Budget

Doing some research in advance and preparing a budget will help your supervisor make an informed decision. We also recommend you provide your supervisor with the **Top Five Reasons Your Organization Will Benefit** document.

5 Ways Your Organization Will Benefit from Your APICS CLTD Certification

There are many reasons to pursue the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation.

Help your manager understand the value of certification and build a business case for training as a worthwhile investment, by arriving prepared with these powerful talking points. They demonstrate why your organization should support your efforts to prepare for and attain the CLTD certification.

- 1 **My Knowledge Will Be Current and Relevant**
Logistics teams are expected to play a greater role in improving organizational performance. The CLTD certification reflects this shift by defining the knowledge logistics professionals need and how to apply it. Earning this certification will prepare me to take on new roles and responsibilities.
- 2 **I Will Learn Practical Skills That Will Strengthen My Job**
When I prepare for the certification exam with the CLTD Learning System, I won't be simply memorizing a textbook. I'll be applying concepts and understanding best practices for handling day-to-day business as well as unexpected scenarios. I'll be learning from the experience of other logistics professionals, sharpening my skills and boosting my productivity and effectiveness.
- 3 **The CLTD is Developed with Employers in Mind**
The CLTD evaluates knowledge, best practices, and standards across logistics, transportation, and distribution. This certification reflects the skills I need to apply these principles effectively in our organization. Investing in logistics certification strengthens the function's influence and reinforces our reputation as an organization committed to excellence in end-to-end supply chain management.
- 4 **My Knowledge and Skills Will Be Globally Recognized**
We live and work in a global economy and my skills need to be globally applicable. Earning this certification will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.
- 5 **My Certification and Training is Provided by the Leading Advocate for Logistics and Supply Chain Professionals**
APICS has supported the supply chain, operations, and logistics community for nearly 60 years and serves over 45,000 members worldwide. Training of this caliber benefits our entire organization while saving time and money on professional development.

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