



AMERICANATION | CAREER & TRAINING SCHOOL
APPROVED • ONLINE • ONCAMPUS

HOW TO

**CONVINCE YOUR
EMPLOYER TO PAY
FOR YOUR
EDUCATION**

STEPWISE GUIDE

A close-up, high-angle shot of a man's face and upper torso. He is wearing a white dress shirt and a dark tie. He has short brown hair and a light beard. He is looking directly at the camera with a slight smile. The background is a solid dark grey.

STEP

1

START YOUR RESEARCH

Start looking out for programs that you are interested in attending, read the program description, topics taught in the program and the learning objectives of the program, remember you will be presenting a proposal to your employer so you must be ready to answer the questions. Understand the logic behind “Why your employer will pay for your education”, so justify your explanation to your employer as to why you think doing this program will help improve your performance at the place of work or give you knowledge to increase your work efficiency and benefit the organization.



SELECT THE AREA OF STUDY THAT INTEREST YOU?

AREAS OF STUDY	PROGRAM NAME	PROGRAM DELIVERY MODE
STEP 1 (SELECT STUDY AREA)	STEP 2 (ENLIST PROGRAMS)	STEP 3 (SELECT THE MODE)
<input type="radio"/> Healthcare Programs		___ ONCAMPUS
<input type="radio"/> Diet and Nutrition Programs		
<input type="radio"/> Sports and Fitness Programs		
<input type="radio"/> Construction Programs		
<input type="radio"/> Business Programs		
<input type="radio"/> Marketing Programs		___ ONLINE
<input type="radio"/> IT Programs		
<input type="radio"/> Education Programs		
<input type="radio"/> Psychology Programs		
<input type="radio"/> Counseling Programs		
<input type="radio"/> Religion Programs		___ HYBRID
<input type="radio"/> Auto Motive Programs		
<input type="radio"/> Veterinary Programs		
<input type="radio"/> Art, Design and Media Programs		



Use this table to start with selecting the area of study that you are interested, next step would be to enlist the names of the program and finally decide the mode of delivery mode that you think is suitable for you, you can attend oncampus, online or may be hybrid (combination of online and oncampus). Once you are decided with the program move to the next step.

ENLIST THE REASONS AS TO WHY WOULD YOU LIKE TO DO THIS PROGRAM THAT YOU HAVE ENLISTED IN THE TABLE ABOVE.

1.

2.

3.

4.





STEP

2

EXPLAIN THE REASONS

In the previous step you enlisted the reasons, now it's time to explain how the knowledge you will learn in this program will help you apply them at the organizational level. Explain why you are planning on doing this program. Proceed to the next page and answer the questions to the best of your abilities.



WHAT ARE YOUR CURRENT AREAS OF EXPERTISE?

WHAT AREAS OF EXPERTISE WOULD YOU LIKE TO LEARN OR DEVELOP?

HOW THE PROGRAM SELECTED WILL HELP YOU PERFORM BETTER AT YOUR JOB?

WHAT ARE THE BENEFITS TO THE ORGANIZATION BY YOUR CAREER ADVANCEMENT OFFERED BY AMERICATION SCHOOL?

WHAT ARE THE BENEFITS FOR YOU BY ENROLLING INTO THIS CAREER ADVANCEMENT PROGRAM OFFERED BY AMERICATION SCHOOL?

EXPLAIN IN BRIEF HOW YOUR ORGANIZATION AND YOUR COLLEAGUES WILL BENEFIT FROM YOUR CAREER ADVANCEMENT AS A TEAM?





STEP

3

SCHEDULE APPOINTMENT

Since now you have all the information you need, now is the time to reveal your ambition, and passion about career advancement opportunities that you would like to step into, start by scheduling an appointment with your manager, supervisor or boss.



A. Draft a professional email for scheduling the meeting with your employer. Keep it nice and simple.

Do not over explain yourself in the email.

B. Remember, employer will have expectations once they agree on tuition reimbursement program for your education, they may put few stipulations in place, which many include but not limited to:

- a. They may require you to get a certain G.P.A while in the program, or
- b. What happens if you stop attending the program?
- c. How long will you work with the company, if the company or organization decides to pay for your program, and
- d. How the funds will be paid or reimbursed.
 - i. Will it be paid to the school? or
 - ii. Will it be paid to you and you will then pay the school, or
 - iii. Will you pay first, and the employer will reimburse the tuition after program completion.
- e. How much tuition assistance will be provided by the employer?

C. After you have the meeting and are ready, your next step would be to contact us to get started with the registration process.

To register for the program, you can contact our admissions department to get started.

To learn more about the process you may contact us by visiting our website at

www.americation.org





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CAREER AND TRAINING SCHOOL

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WWW.AMERICATION.ORG



ONCAMPUS



ONLINE



HYBRID

To learn more information about our programs and learning formats available, visit the respective program page on our website at www.Americation.org for details