# Executive Summary

[Your Name] is seeking approval and support to attend the [SANS Course Name and Number] training, leading to the [SANS Certification Name] certification. This training will enhance [Your Name]'s cybersecurity skills and contribute to the organisation's ability to protect against cyber threats. The estimated cost of this training is $[Total Cost], with potential savings through the SANS Work-Study Program[[1]](#footnote-1). The ROI includes reduced [incident response times/risks exposure/insert your own benefits here] and intangible benefits such as [increased confidence/expanded professional networks/insert your own benefits here].

"What if I train them and they leave?" "What if you don't and they stay?" – W. Edwards Deming

“Train people well enough so they can leave, treat them well enough so they don’t want to.” – Richard Branson

# Background and Context

As a [Your Current Job Title], [Your Name] plays a crucial role in maintaining our organisation's cybersecurity posture. The threat landscape is continuously evolving, and staying current with industry trends is essential to success. [Your Name] has identified a knowledge gap in [Area of Skill Gap], which can be addressed by pursuing the [SANS Certification Name] certification.

# Training Details

The [SANS Course Name and Number] is designed for professionals like [Your Name] and focuses on [Brief Course Description]. The course objectives include [List 2-3 Key Course Objectives from the course syllabus on the SANS website]. The training is available in [Online Live/On-Demand/In-Person] format and will take approximately [Course Duration] to complete.

# Benefits and Outcomes

By attending the [SANS Course Name and Number] and obtaining the [SANS Certification Name] certification, [Your Name] will:

* Gain a deeper understanding of [Key Subject Area]
* Enhance their ability to protect our organisation from [Relevant Cyber Threats]
* Contribute to the organisation's reputation and industry standing as a leader in cybersecurity
* Improve overall job satisfaction and retention

# Investment and ROI

The estimated cost for the [SANS Course Name and Number] training and certification is $[Total Cost], which includes tuition, materials, and [Travel Expenses if Applicable (flights, accommodation, food, etc.)]. By participating in the SANS Work-Study Program, [Your Name] may be eligible for a reduced tuition rate of up to [relevant discount % as shown on the work-study website] off.

The ROI for this investment includes:

* Quantifiable ROI: Reduced [incident response times/risks exposure/insert your own benefits here] and potential cost savings from cyber incident response
* Intangible ROI: [Increased confidence/expanded professional network/improved employee satisfaction/insert your own benefits here]

# Conclusion and Next Steps

Investing in the [SANS Course Name and Number] training and [SANS Certification Name] certification for [Your Name] will provide significant benefits for both the employee and the organisation. We kindly request your approval and support for this professional development opportunity. Upon approval, [Your Name] will register for the course and begin preparing for the certification exam.

1. https://www.sans.org/work-study-program/ [↑](#footnote-ref-1)