



# Workday Pro Proposal

Hello Future Pro,

Help your manager understand the benefits of Workday Pro for both you and your organization by using this email template to summarize the components, cost, and value of Workday Pro. You should adapt this email to best fit your needs.

**Below are five tips and tricks to make your request as impactful as possible.**

- 1. Review Workday Community for the most up-to-date Workday Pro details.** Ensure that you're providing the most up-to-date information to your manager. To find each track's cost, course requirements, and more, visit the [Workday Pro page](#) on Workday Community.
- 2. Contact your Training Coordinator to estimate cost.** They will best know the cost of Workday Pro for your organization.
- 3. Propose online course options to reduce cost.** Many Workday Pro track courses have Learn Independent, Learn Virtual, or Learn Remote options, eliminating the cost and time commitment associated with travel.
- 4. Check your transcript.** You may already be on your way to becoming a Pro if you've successfully completed required courses for your track. You don't need to retake completed courses, so be sure to reflect that in the cost.
- 5. Highlight individual and organizational Pro benefits.** You know better than anyone how the knowledge and skills you'll gain will directly impact your day-to-day work, and your organization's needs and goals. Make sure that your manager knows too!

**We look forward to having you join the Workday Pro community.**

\* For best formatting when copying the template below into your email, download this document as a PDF and copy directly from there.

---

Re: Request to Enroll in Workday Pro  
Hello [NAME],

I'd like to enroll in [WORKDAY PRO TRACK]. Workday Pro is the Workday customer accreditation program. It trains individuals to deliver a similar level of value as an external Workday-certified consultant. This investment will help further my subject matter expertise, as well as increase our self-sufficiency in maintaining the Workday system.

[WORKDAY PRO TRACK] consists of a registration fee, [NUMBER] courses, and an online exam. Courses in this track include [COURSES]. In total, this track will be an investment of [NUMBER] Training Units, or [PRICE].

As an accredited Workday Pro, I'll receive update training with each Workday release, allowing us to stay up-to-date on product changes in Workday. I'll also gain access to an exclusive user group of accredited Workday Pros where I can discuss best practices and get input on how other organizations are configuring Workday. Furthermore, I'll gain access to the [Workday Touchpoints Kit](#), a collection of diagrams, heat maps, and organizational details that illustrate the connection points across all product areas within the Workday suite. These tools, in addition to my training, will enable us to be more self-sufficient within Workday.

If you'd like more information about Workday Pro before making your decision, you can review the [Workday Pro page](#) on Workday Community. If approved, I will then work with our Training Coordinator to register for Workday Pro.

I hope you'll consider investing in my continued education.

Thank You/Best,  
[Name]