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Organic Puppy Supply

April 21, 2016

Arizona Department of Commerce
1700 Washington Street
Executive Tower Ste. 600
Phoenix, AZ 85007

Arizona Department of Commerce,

I want to thank you for your letter and for recognizing my contributions to the Job Training Fund. I was overjoyed to find out that I am eligible to apply for a \$5,000 grant to help pay for customized job-related training! I have a revolutionary idea for a training program that will focus on effective business communication using new technology. The continuous incorporation of new technology in the workplace means that new methods of communication are being introduced more frequently than ever before. As a result, new business standards need to be developed more regularly to keep up with these advances. These new standards need to be taught so that we can develop a common understanding of the proper etiquette associated with new methods of communication.

We have already begun collecting data and conducting research in house, on appropriate use and acceptable etiquette for newer forms of communication such as: text messaging, email, instant messaging, podcasting, blogging, and social media. This research will allow us to develop the necessary skills employees need, to communicate professionally and effectively in a professional setting using new forms of technology. We have allocated a significant amount of resources toward research and have recently entered into the early stages of developing the course design. Unfortunately, we do not have any more available funds to support the later stages of development of deployment. With that being said, this \$5,000 grant will allow us to make this training program a reality!

The training program is currently structured as a two-day classroom course. Employees will learn about various forms of technology and common methods of communication in the workplace. They will learn appropriate and inappropriate behavior associated with these forms of technology and methods of communication.



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They will learn styles of written and verbal communication that are considered appropriate for social settings as opposed to business settings. Employees will be taught techniques that are guaranteed to improve their written communication skills, as well as, becoming familiar with appropriate etiquette for communicating in a business setting.

These are critical skills needed by our employee's if we wish to remain relevant and maximize our opportunities. We need to have a team that understands the best and most effective ways to communicate. An employee's ability to be professional and respectful through both written and verbal communication is the key to their success and ours.

The costs required to bring this training program to fruition are as follows:

- **Training Materials:** \$1,100
- **Training Supplies:** \$550
- **Training Facility Rental:** \$800
- **Course Design & Development:** \$1,350
- **Trainer Wages:** \$1,200

- **Total Cost: \$5,000**

Thank you for your time and thank you for selecting me as a candidate for this grant. As you can see we have a highly pertinent training program that is very close to the final stages of development, this grant will give us the opportunity to implement the program and begin changing the future of our company and our workforce. I hope that you enjoyed my proposal and appreciate the focus of our training program. I look forward to hearing from you.

With greatest appreciation,

Jamie Burke
Chief Executive Officer
Peace, Love & Puppies

