

Convince Your Management Letter

To:

From:

Subject: **Steam System Safety, Reliability, and Cost-Reduction™ On-site Training**

Dear (insert supervisor's name),

I'd like to request that we host Gleason Steam's **Steam System Safety, Reliability, and Cost-Reduction™** training at our facility. This on-site training is high-quality, practical, and suitable for Management, Engineering, Operations, and Maintenance, and it's convenient.

Here are some advantages and ways our organization can benefit:

- **We'll learn more about our steam and condensate systems** — this training will enable us to better understand our steam system, improve safety, increase reliability, and reduce costs.
- **We'll become more productive** — this training covers steam system best practices and troubleshooting. We'll learn from real-world experience of what to do and what not to do.
- **On-site, 4-hour course makes it easy** — all attendees remain on-site in case of emergency. By offering two 4-hour classes in the same day, ALL of our personnel can attend without leaving the plant unattended.
- **4-hour course allows flexibility and maximizes benefit** — the course can be provided twice per day OR the first half of the day can be used to customize the course with approved photos from our facility. The course can also be provided multiple times for multiple days if we have other groups or shifts that can benefit.
- **4-hour course improves learning** -- "Less is more." Less duration = Greater long-term retention.
- **We'll find new ways to maximize the efficiency of our system** — we'll be exposed to new ways of thinking. Much of what we'll learn will not require capital money to implement, allowing us to have an immediate positive impact on our system and our company's bottom line.
- **We'll learn from our colleagues** — on-site training enables us to openly discuss problems unique to our facility and our specific equipment, and it will encourage teamwork and camaraderie among our personnel. We'll be able to exchange ideas and get solutions.
- **It's not a sales pitch** – the course is focused on teaching. These guys aren't affiliated with any manufacturers so the training isn't slanted toward a particular product like so many of the training classes tend to be.
- **It's affordable** — in-house training saves time and travel costs (and savings are increased as groups get larger.)
- **Satisfaction is guaranteed** — the class is very interactive and knowledge retention is extremely high. Each class is divided into teams and each team has 3-4 attendees. We'll work from prints/drawings and we'll be asked to complete tasks throughout the course. The course also uses component cutaways and pass-arounds.

I believe this training is worth the investment. You can learn more about **Steam System Safety, Reliability, and Cost-Reduction™** training and read some testimonials at www.gleasonincorporated.com.