**Business Case for
AdminPro Training® VIP Pass**

# **Situational Assessment and Problem Statement**

As you know, the administrative profession is continually evolving. New technology is introduced consistently. Administrative assistants are performing more complex duties all the time. I strive to rise to every challenge, and most of the time, I think I do a good job. However, there are times when I could use help with organization, technology, and other mission-critical areas. If I had a subscription to an online training library that I could access whenever I needed guidance or help learning a new skill, I could be a more effective member of the team.

# **Request Description**

This request is for the [AdminPro Training VIP Pass](https://www.allthingsadmintraining.com) membership from All Things Admin.

All Things Admin has been an instrumental resource for the admin community for 15 years. The founder, Julie Perrine, is a well-recognized trainer, international speaker, and author of four books.

The VIP Pass is a $5,500 value, and it’s available for $$47/month or $127/quarter. The annual investment would be $508 per year at the quarterly rate.

# **Solution Description**

The AdminPro Training VIP Pass allows unrestricted access to the All Things Admin training library. The membership includes four in-depth courses, five 5-Day Challenges, and more than 70 webinars covering everything from the Microsoft Office Suite to innovation, organization, and building better partnerships with executives and team members.

New training sessions are added regularly and are automatically included in the membership at no extra charge.

All of the materials included in the VIP Pass are available on-demand, which means I can watch or listen when it’s convenient for me, without taking time or resources away from the company.

# **Cost and Benefit Analysis**

The cost of this training membership is $508 per year as a quarterly subscriber.

The value of the individual sessions is over $5,500.

There is no travel or entertainment expense associated with this request.

Using the Microsoft Office PowerPoint training as an example:

* If the average PowerPoint presentation I work on takes me an hour, and I work on three presentations each week. That’s three hours of my time.
* I make $20 per hour, so that’s equal to $60 per week.
* Over the course of an entire year (50 weeks), that’s $3,000.
* If this training gives me the skills I need to be able to accomplish my edits in 45 minutes instead of an hour, that’s a 15-minute savings.
	+ 15 minutes of savings X 3 presentations per week = 0.75 hours of my time
	+ 0.75 hours of my time X $20 per hour = $15
	+ $15 X 50 weeks = $750
* Over the course of a year, that’s a savings to the company of $750
* The membership cost is $508.

If I’m able to advance my skills across multiple training topics, my productivity improves and the savings of time and money increases in each area.

# **Implementation Timeline**

The AdminPro Training VIP Pass is available now, and members receive immediate access to all the training offered by All Things Admin once registration is complete.

# **Critical Assumptions and Risk Assessment**

I would like to start my training with The Career Changing Journey of The Innovative AdminTM 6-part Course. From there, I would be happy to outline a monthly training plan to ensure I’m making the most of this training investment.

# **Conclusions and Recommendations**

Based on my research, the AdminPro Training VIP Pass is the best way to get access to the diverse training I need to stay relevant in my role at this company.

The training is unrestricted, meaning I can go back and access previous webinars to refresh my skills at any time.

I respectfully request that the company subsidize my AdminPro Training VIP Pass in a timely manner so that I can improve my performance, save our organization time and money, and become an even better administrative professional.

Thank you for your consideration of this request!

[Your Signature]