

L&D CLAIM GUIDE

USE YOUR COMPANY'S
LEARNING & DEVELOPMENT
BUDGET TO JOIN POWER
CIRCLES



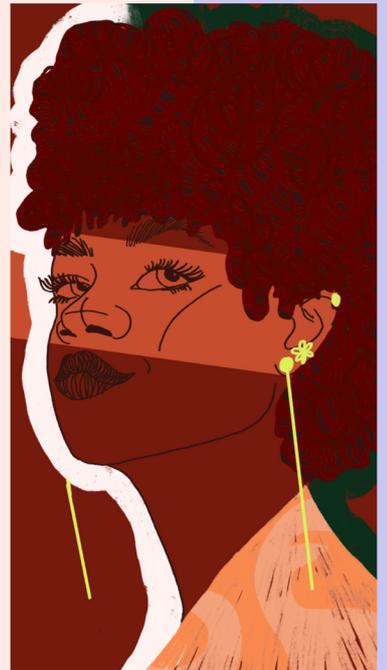
WHY THIS PROGRAMME QUALIFIES

Power Circles is a leadership equity programme designed for women and non-binary people in early to mid-career who are ready to lead on their terms, without compromising who they are.

Through expert-led sessions and peer support, the programme helps you build:

- Confidence and strategic presence
- Personal branding and communication skills
- Financial empowerment and negotiation tools
- Clear boundaries that support both ambition and care—whether you're parenting, caregiving, or simply setting limits that protect your time, energy, and growth
- Long-term resilience and fulfilment

This programme supports those navigating complex life roles—whether that's caring for others or caring for yourself. You don't have to be a parent for this to apply to you.



Power Circles directly supports Learning & Development goals around:

- ✓ Leadership potential
- ✓ Strategic communication
- ✓ Negotiation and influence
- ✓ Sustainable career planning
- ✓ Equity and inclusion

WHAT WE PROVIDE

We make the L&D process smooth and easy. Once you're ready to register, we'll send:

- A formal invoice made out to your company
- A full breakdown of the programme curriculum
- A confirmation letter if your HR or manager needs it

Just email us at info@theshiftmakers.com with your details.

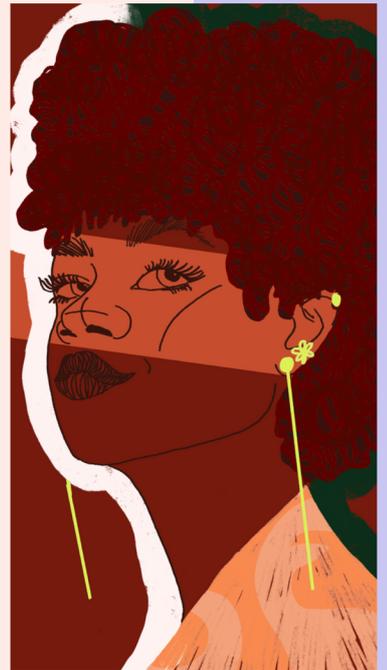
HOW OTHERS HAVE DONE IT

You're not the first. Here's how past participants got their place covered:

"I simply used my personal L&D allowance—no big process. I sent the invoice to my manager and she signed it off the same day."

"Our HR department asked for a course outline. I forwarded the PDF and got approved within the week."

"I positioned Power Circles as part of my development plan for the year—it aligned with our leadership goals, so it was a yes."



YOUR EMAIL TEMPLATE

Here's a message you can copy, tweak, and send:

Subject: Request to use L&D budget for leadership programme

Hi [Manager/HR],

I'd love to use my L&D budget to join a leadership programme called Power Circles. It focuses on confidence, influence, and long-term career planning skills I'd like to strengthen this year.

The cost is £595 (or the early bird) and the organisers can provide a formal invoice and any supporting documents.

Would you be open to me registering?
Let me know and I can send over the details.

Thanks,
[Your Name]

NEXT STEP REQUEST YOUR INVOICE

Email us at info@theshiftmakers.com with:

- **Your name**
- **Company name**
- **Billing contact (if different)**
- **Any special invoice requirements**

We'll send your documents straight away so you can secure your early bird rate.

