

PITCH GUIDE & FAQ

Helpful tips for talking to your boss about attending Fiix Forward

Conversation best practices

Schedule enough time

You don't want to rush a conversation, especially if it requires budgetary consideration. If the conversation will only take 10 minutes, build in an extra 10 -15 to allow for any back and forth or questions your supervisor may have.

Go in with a plan

As you know, going into any business conversation without a plan is a recipe for disaster. Go into the conversation with an agenda and desired outcome in mind. It might even be helpful to send your objectives to your supervisor ahead of time.

Time it right

Make sure that you are scheduling the conversation during a time when distractions are limited. Avoid scheduling at the end of the day or during lunch hour.

How to handle common questions or objections

TIP: Run through the [agenda](#) with your manager to highlight session topics that are most relevant to how your team uses Fiix® CMMS.

1

How will the conference benefit your role?

Conferences like Fiix Forward are an investment in your professional development, so consider how your attendance will improve your job performance. Try to express the value in terms of dollars you'll save the organization, results or strategies you'll improve, or the productivity you'll achieve as a result of attending. Remember, everything you learn at the conference can be brought back to help your team as well, expanding the impact.

2

What will happen to your work while you are away?

Make sure you plan to cover any missed work. Even though you will only be at the conference for a few days, there could be some unfinished tasks that will fall on your coworkers. To avoid any task from slipping through the cracks, make proper arrangements in advance to cover any missed work.

3

"It's too expensive/we don't have the budget for this."

Calculate all the costs upfront. Identifying all relevant costs associated with attending, including travel, hotel, meals, transportation (see [email template](#) for examples). Opt to purchase early bird tickets or use modes of transportation that may be cheaper. Point out how the dollar value of the benefits of attending offsets the costs. Make a case for professional development, some companies even have budget for training that can be used to purchase tickets for conferences.

4

How do you plan to make the most out of the conference?

Make sure you have a plan to share your learnings when you return. This way other employees can benefit from your participation in the event, and there is an immediate return on your employer's investment.