

HOW TO USE: Copy and paste the text below and edit as you see fit!

Hi {manager name},

I appreciate that our company has a culture of supporting continuing education, professional development, and a more diverse pool of future leaders.

To that end, you've also mentioned in the past that the company will cover expenses for us to participate in professional development opportunities as long as they benefit our team.

I'd like to attend a training program on Leading DEI Conversations through an organization called She+ Geeks Out, which seeks to create a more equitable workplace for all. This is a small group virtual program for people who want to step up and lead on topics related to diversity, equity, and inclusion in the workplace. These sessions will help me gain support and tools when navigating conversations related to identity, privilege, power, and change. We'll cover topics related to the art of facilitating group discussions, foundations of diversity, equity, and inclusion, and ways to both navigate and process information as an individual and as a facilitator in the workplace.

{If there's been a recent example of feedback you've received from your manager, include that here. At our recent 1:1, you shared with me how you'd like me to do X as ROLE TYPE. I've wanted to do exactly that but wasn't sure how to go about it effectively. Attending this program is the perfect opportunity for me to learn exactly how to do that. I'm hoping to gain the skills to become more proactive and effective in my day-to-day interactions with both clients and internal stakeholders.}

Here's the breakdown of the info for the program:

- Date: 5 weekly sessions from April 23 - May 21, 2024
- Cost: \$2,500
- Eligible for 10 SHRM credits

There are only 20 spots available, and the application closes on April 16, 2024, so it will be best if we're able to make a decision as soon as possible.

Please let me know if you have any concerns. I'd be happy to schedule a time for us to chat next week and figure out where to go from here.

Thank you for being open to these kinds of suggestions and for supporting my growth and development at X.

Best,

(your name)