

Professional Development Request Template

Hello [NAME of SUPERVISOR/MANAGER IN CHARGE OF PROFESSIONAL DEVELOPMENT]

I'm reaching out today to discuss my growth as a [POSITION TITLE - ORGANIZATION]. As you know, I am eager to support the success of our team and [ORGANIZATION], as well as improve my own skills and grow professionally.

For that reason, I would like to attend UPD Consulting's groundbreaking Antiracism, Diversity, Equity, and Inclusion (A DEI) learning series for adult education professionals, which are led by industry experts with a deep understanding of the adult education landscape. The three-part workshop series is geared toward action and will help me support our team in delivering the best education possible to our adult students. You can learn more about UPD Consulting's workshops at www.updconsulting.com/adulteducationworkshops.

The learning series will provide me:

- A non-judgmental space to learn and grow in understanding A DEI principles
- Offer action-based A DEI strategies in real-world contexts
- The skills and confidence to take immediate, concrete action and engage in sustainable, long-term organizational change

I believe with my level of commitment, the program will ultimately help [LIST A COUPLE BENEFITS TO YOU AND YOUR TEAM].

Here are the workshop series details:

- Three-part workshop series over five weeks to be held April 25, May 9, and May 23 from 1:00 - 4:00 pm ET
- Appropriate for instructors, program staff, and organizational leaders - solo or in teams
- \$600 per person, discounts for team registrations of five or more participants available

Thank you for your consideration. I look forward to hearing from you!

[NAME]