

Professional Development Request

Hi [NAME],

I'm reaching out today to discuss my professional development. As you know, I'm eager to support the success of our team and organization, and continuously improve my own people management skills.

For that reason, I would like to register for a Communication & People Leadership Coaching Program from Eight Legged Moves. This program stood out to me because the coach, Laura Holt, has worked in tech and with tech leaders for the past 5+ years now, knows the unique challenges we face, and speaks our lingo. She holds a Master's degree in Global Education and is trained in Corporate Sponsored Coaching. The program includes individualized support and practice for topics such as effective communication and conflict resolution, time management for productivity, and motivating direct reports. I believe the program will ultimately help equip me with both the theory and practical tools to ensure my team exceeds expectations when challenges come up. 70% of individuals who participate in leadership development programs like this report improved communication skills, which I think we can agree benefits the whole company.

Here are the logistical details:

- Start date is flexible, and can begin the week I get approval
- [8 1-hour sessions over three months, plus a Leadership & Communication Workbook]
- [\$750]

Does [ORGANIZATION NAME] provide funding for professional development opportunities like this? If so, I would like to discuss what it would take to get this opportunity approved and funded so that I can begin.

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

[NAME]