

Subject: Request for Approval to Attend Lead Like a Pro Course

Hi [Manager Name],

I hope this email finds you well. As we continue to strive for excellence and growth within our organization, I want to bring to your attention a remarkable opportunity that I believe will significantly benefit both our organization as a whole, and my leadership skills specifically.

I am proposing to attend the "Lead Like a Pro" course, a comprehensive program designed to equip new managers with essential tools and skills to excel in their roles. Investing in the development of new managers is a strategic move that will bring significant benefits to the company.

Lack of management training can affect the company's performance, employee turnover, and overall profits. Here are some statistics that prove my point:

- Poor management is costing U.S. companies an estimated **\$360 billion each year**.
- Ineffective managers make team members feel less satisfied in their jobs (27%), less valued (15%), and less motivated (34%).
- A disengaged employee costs an organization approximately **\$3,400 for every \$10,000 in annual salary**.
- The average cost per hire in the United States is around **\$4,000**, and the total cost to hire a new employee can be **three to four times the position's salary**.

The cost of the course is \$1595, an investment with a huge potential return on investment that includes increased team productivity, higher profitability, and improved employee satisfaction and retention.

In the attachment, you'll find more specifics about the course content and the facilitator. I would be happy to provide any additional information or discuss this further at your convenience.

Thank you for considering my request. I look forward to the opportunity to enhance my leadership skills and contribute to the continued success of our team.