Ask Your Manager: Email Template

CQ Engineering Leadership Academy

Use this to ask your company to cover the Academy from the training or L&D budget. Fill in the [brackets], cut anything that doesn't fit your situation, and send it. Most managers say yes faster when you connect the program to a problem they already care about.

Subject line (pick one)

- Training request: CQ Engineering Leadership Academy (6 weeks, $997)
- Quick approval request: leadership training for [team name]
- Can we use the training budget for this?

Email

Hi [Manager's name],

I'd like to ask for approval to join the **CQ Engineering Leadership Academy**, a 6-week live program for engineering managers and tech leads, run by Aleksandra Lemańska (LemanSkills, author of *From Code to People*).

Why now: [Pick the one or two that are true and make them specific:]

- [We have [number] new people joining the team, and I want onboarding and 1:1s to land well from day one.]
- [We've had friction around [code reviews / planning / handovers / a specific situation], and I want better tools to resolve it before it affects delivery.]
- [I want to keep our senior engineers engaged. Replacing one would cost us months of hiring and lost knowledge.]
- [I'm still fairly new in the role and want to build the people side as deliberately as the technical side.]

What I'll be able to do afterwards:

- Map how each person on the team prefers to communicate and what they need to do their best work
- Spot early signs of stress or disengagement before they turn into conflict or attrition
- Diagnose the real cause of a conflict and use the right fix, instead of repeating the same discussions
- Run 1:1s, kickoffs and difficult conversations with clear agreements, so fewer things get lost in "I thought you meant…"

The format:

- 6 weeks, starting [start date]
- About 2–2.5 hours a week: short video lessons, one practical exercise on our real team, and a 60-minute live call
- Live calls on [weekday] at [time], recorded if I can't attend
- Small cohort of engineering leaders, maximum 30 people

The cost: $997 (or 4 monthly payments of $297). LemanSkills issues an invoice in the company's name. [There's a full refund if it isn't useful after the first two weeks.]

What you'll get from me: after the program, I'll share a short summary of what I'm applying with the team and what changed, [and run a 30-minute session for the team on the main framework / and share the team map with you].

Enrollment closes on January 18, so I'd appreciate a decision by January 15. Happy to talk it through if you have questions.

Here's the program page: https://cqleadership.lemanskills.com/

Thanks, [Your name]

Short version (Slack or Teams)

Hi [name], quick one: could I use the training budget for the **CQ Engineering Leadership Academy**? It's a 6-week live program for engineering managers (about 2 hours a week, starting January 26). It covers reading the team's communication styles, preventing conflict, and running better 1:1s. I'd use it directly on [specific team situation]. It's $997 with an invoice to the company. Enrollment closes January 18. Details: https://cqleadership.lemanskills.com/. Happy to share more!

Tips before you send

- **Lead with the team problem, not the course.** "We keep losing time in planning" gets approved faster than "I'd like to take a course."
- **Offer something back.** A short knowledge-share with the team turns a personal training request into a team investment.
- **Ask early.** Budget approvals can take a week. Give yourself room before enrollment closes.
- **Need an invoice first, or company details on it?** Email contact@lemanskills.com with your company name, address, and TAX number.