

Version 1 Template: Request to Attend – The Ultimate Leaders Lab

Draft Letter

I request approval to attend The Ultimate Leaders Lab, facilitated by Australian leadership strategist Mell Balment, alongside international coach Dan Clark, taking place on Wednesday 26 November in Brisbane.

This immersive day is designed as three distinct Labs covering how to Discovery, Design, and Dive, into delegated voted challenges and problems. It's a blend of Unconference and Hackathon formats, concluding with a Legacy Leaders Dinner, so basically a master-class for workshoping.

This format provides opportunities for both open dialogue and collaborative design, along with intimate, future-facing conversations with senior leaders - skills I'd love to bring back to [insert team / department / division name].

Key Benefits of Attending

For Me (Professional Development)

Gain frameworks and insights to strengthen my resilience for sustainable higher performance.

- Build adaptability skills through experiential Labs that mirror real-world complexity.
- Enhance my leadership confidence and gain strategies for problem solving and critical thinking.

For Our Team

- Bring back tangible outputs 'Lighthouse Reports' containing frameworks, models, and solutions co-created in the Labs with peers that can be applied immediately.
- Experience collaborative formats (Unconference and Hackathon) that I can learn and adopt to encourage greater team co-ownership of solutions and goals here.
- Strengthen accountability and shared responsibility within the team by applying the methods demonstrated.

For Our Organisation

- Improve decision-making and productivity using frameworks designed to reduce burnout and enhance alignment.

- Build leadership capability that drives engagement, retention, and culture uplift.
- Focus on our team/department/company goals with strategic thinking to garner insights and inclusive practices to future-proof our success.

One of the standout benefits is that all key unpacked and highlighted discussions, insights and outputs are captured, typed, and visually drawn up into Lighthouse Reports, and shared with participants after the event.

This ensures the insights and tools created in the room can be revisited and used immediately with my team.

There is also an optional 'VIP NAV Kit' upgrade which is the expanded Lighthouse Report containing all the output from all groups (not just the ones highlighted and unpacked), along with additional tools, templates, and reflections to extend the value of the Lab beyond the day.

Thank you for considering this request. Please let me know if you require further details to inform your decision.

Investment & logistics

- Date: Wednesday 26 November 2025
- Venue: Ovolo Hotel, Fortitude Valley, Brisbane
- Timing: 0930-1700, with dinner included 8-9pm
- Cost: \$347+ VIP Recording upgrade of \$99
- Overnight accommodation at the Ovolo The Valley, Brisbane (25 Nov): \$[insert]
- Anticipated parking / travel costs: \$[insert]
- Website: <https://mellb.com/ultimate-leaders-lab>

Sincerely,
[Your Name]

Version 2 Template: Request to Attend – The Ultimate Leaders Lab

Subject: Request for approval to attend The Ultimate Leaders Lab – Leadership Experience (26 Nov)

Hi [Manager/HR Name],

I'd love your approval to attend The Ultimate Leaders Lab — a one-day professional development experience on Wednesday 26 November 2025 at the Ovaloo Hotel, Brisbane.

The day is facilitated by Mell Balment, Leadership Strategist and PSA QLD&NT President, together with Hall-of-Fame Speaker Dan Clark (CSP, CPAE).

It brings together senior leaders and changemakers for three unique “Labs” designed to strengthen leadership capability in today's rapidly shifting world:

- Morning Lab – Unconference: Real-world problem-solving and critical-thinking practice.
- Afternoon Lab – Hackathon: Designing practical tools and frameworks for stronger leadership.
- Evening Lab – Legacy Leaders Dinner: Conversations about purpose, trust, and future-ready leadership in the AI era.

More info: <https://mellb.com/ultimate-leaders-lab>

Why I'd like to attend

[Briefly personalise, e.g.]

I see this as a valuable opportunity to expand my leadership toolkit, gain fresh strategies for [managing change / building team culture / improving collaboration], and bring back insights we can apply immediately.

How it benefits our organisation

- Strengthens strategic and critical-thinking skills relevant to current projects.
- Provides new frameworks and tools I can share with the team.
- Builds connection with other high-performing leaders across industries.
- Supports resilience, empathy, and communication — key skills for navigating ongoing change.

Investment & logistics

- Date: Wednesday 26 November 2025
- Venue: Ovolo Hotel, Fortitude Valley, Brisbane
- Timing: 0930-1700, with dinner included 8-9pm
- Cost: \$347+ VIP Recording upgrade of \$99

Website: <https://mellb.com/ultimate-leaders-lab>

I'm happy to share key takeaways or a short debrief afterward so the broader team benefits too.

Please let me know if you're open to approving the day and ticket cost.

Thanks so much for considering this — I really believe it will add long-term value to both my growth and our team's effectiveness.

Warm regards,

[Your Name]

[Your Role / Department]

[Contact Number]

Version 3 Template: Request for Professional Development Leave / Sponsorship

Subject: Request to Attend The Ultimate Leaders Lab – Leadership Development Experience

Dear [Manager/HR Name],

I'd like to request approval to attend The Ultimate Leaders Lab, a one-day professional development experience being held on Wednesday 26 November 2025 at the Ovolo Hotel, Brisbane.

This event is facilitated by Mell Balment, Leadership Strategist and PSA QLD&NT President, alongside Hall of Fame Speaker Dan Clark (CSP, CPAE). It brings together senior leaders, executives, and trainers to explore the future of leadership through three immersive labs:

- Morning Lab – The Unconference: Critical thinking and collaborative problem-solving on real leadership dilemmas.
- Afternoon Lab – The Hackathon: Designing frameworks, tools, and systems that strengthen leadership performance.
- Evening Lab – Legacy Leaders Dinner: High-level discussion around purpose, trust, and the evolving landscape of leadership in the AI era.

Why I'd like to attend

[In 2–3 sentences, explain your motivation. For example:]

I believe this experience will deepen my ability to [lead/manage/communicate] through change, strengthen collaboration within our team, and help me stay agile as our industry continues to evolve.

How it benefits our organisation

[Choose or adapt the points most relevant to your role:]

- Gain practical frameworks and tools that can be shared internally to enhance team performance.
- Strengthen critical-thinking and problem-solving skills directly applicable to [current projects or challenges].
- Expand professional networks with other leaders and innovators across sectors.

- Develop communication and empathy skills that improve engagement, retention, and client relations.
- Reignite leadership energy and clarity, reducing the risk of burnout and disengagement.

Investment & logistics

- Date: Wednesday 26 November 2025
- Venue: Ovolo Hotel, Fortitude Valley, Brisbane
- Timing: 0930-1700, with dinner included 8-9pm
- Cost: \$347+ VIP Recording upgrade of \$99
- Website: <https://mellb.com/ultimate-leaders-lab>

I'm happy to share a short summary or key takeaways with our team afterward to ensure the learnings benefit the wider organisation.

Thank you for considering this opportunity to invest in my professional and personal growth.

Please let me know if you'd like any additional details or documentation to support the request.

Kind regards,

[Your Name]

[Your Role / Department]

[Contact Number]