

*Instructions: go to File > Make a copy and then start editing this document to personalize it as you see fit!*

Hi <Supervisor's First Name>,

I'd like to request sponsorship for an upcoming virtual leadership development program with [Bossed Up](#), an award-winning training organization committed to closing the gender leadership gap.

The [Level Up Leadership Accelerator](#) is a six-month online leadership program for aspiring and first-time women managers. The accelerator features a variety of industry experts presenting hands-on, interactive trainings on the following topics:

1. **HONE YOUR VISION:** [Research](#) shows that women leaders are rated highly on every leadership characteristic except one: cultivating and communicating vision. So in this first month of Level Up, we dive right into this critical skill, which is key to rise from individual contributor to leader. We'll break down how to strengthen your envisioning skills and connect your vision to strategic planning.
2. **TIME MANAGEMENT:** [Research](#) shows that role overload negatively impacts women's mental health, so in month 2 of Level Up, we re-examine time management as energy management to equip women leaders with tools to confidently manage volatile, uncertain environments with grace.
3. **PEOPLE MANAGEMENT & DELEGATION:** [Research](#) shows that delegation is tricky terrain for women leaders. So in month 4 of Level Up, we dive into effectively empowering others through setting expectations, giving and receiving feedback, and holding other people accountable - with or without formal authority.
4. **INCLUSIVE & AUTHENTIC LEADERSHIP:** [Research](#) shows that women leaders excel when it comes to emotional intelligence, so in month 3 of Level Up we focus on how to leverage that strength to build inclusive workplaces while developing your own authentic leadership style.
5. **OVERCOME IMPOSTOR SYNDROME:** [Research](#) shows that women - and all people - can become paralyzed with impostorism, especially when taking risks and increasing their visibility in the workplace. This month, we focus on overcoming impostorism, developing executive presence, and becoming a more assertive, confident communicator.
6. **POLISH YOUR CAREER PLAN:** [Research](#) shows that women - and especially women of color - are not promoted at anywhere near equal rates to men. In our final month of Level Up, we develop an action plan for self-advocacy.

Bossed Up's women-focused, cohort-based learning approach sets their programming apart and addresses the specific challenges women face in pursuing leadership. Participating will provide opportunities to expand my knowledge and develop my leadership, management, and communication skills to drive real-time results and success for myself, my team, and our entire organization.

The full registration fee for my participation is \$1,999 for the Emerging Leader enrollment / \$2,499 for the Team Leader enrollment, which includes monthly workshops (delivered live with recordings available via a learning management system for an entire year), monthly group coaching calls with other women leaders, and executive coaching sessions throughout the program.

Having your support in my career development motivates me to continue to grow within our organization. Thank you in advance for considering supporting this professional development request, in full or in part.

Sincerely,  
Your name

