

## ASKING FOR LEADER CERTIFICATION:



Hi [Name of Your Supervisor],

I hope your day is going well!

Since we've discussed how I can strengthen my managerial skills and continue growing, I've been researching professional development programs.

I recently came across an intriguing program that aligns with many of my goals and interests:  
**Studer Community Institute's Leader Certification Program.**

With topics like [coaching conversations/hiring/prioritization/delegation/public speaking/caring for clients, creating and measuring goals], this program would help me gain the essential leadership skills needed to successfully lead my [current team/future team]. In addition, it provides an easy way for [Name of Organization] to create a development plan for supervisors like me and attract/retain talent.

**How it works:** Similar to a college course, I'll earn 15 training credits over the course of 12 months through a combination of SCI's live symposiums (3 credits) and on-demand courses (2 credits). I'll complete all required assignments and upon approval, **receive my SCI Leadership Certificate good for 12 months!**

Companies that invest in leadership development deliver returns five times higher than the returns of companies that place less emphasis on human capital, according to studies by Harvard Business Review and McBassi & Co.

Does [Name of Organization] have a budget designated for professional development opportunities like this? I wasn't sure but wanted to ask before I move forward.

**Here are some of the program specifics:**

- Start date: Immediate Enrollment
- Duration: 12 months to complete; Certification good for 12 months
- Investment: \$750 for the entire certification program, which includes in-person symposiums and/or on-demand courses
- More info: <https://tinyurl.com/1mq49oam>

Please let me know a good time when we can discuss this further. Thank you so much for your consideration!

Best,  
[Your Name]

## ASKING TO ATTEND A LIVE SYMPOSIUM:

Hi [Name of Your Supervisor],

I hope your day's going well!

Since we've discussed how I can strengthen my managerial skills and build my skillset, I've been researching professional development opportunities.

I recently came across an intriguing training that aligns with many of my goals and interests:  
**Studer Community Institute's [Title] Symposium.**

With topics like [topic, topic and topic], this program would help me gain the essential leadership skills needed to successfully lead my [current team/future team].

Companies that invest in leadership development deliver returns five times higher than the returns of companies that place less emphasis on human capital, according to studies by Harvard Business Review and McBassi & Co.

Does [Name of Organization] have a budget for professional development opportunities like this? I wasn't sure but wanted to ask before I move forward.

### Here are some of the symposium specifics:

- Event Date: [date]
- Duration: [time]
- Location: In-Person at First Baptist Church or via Livestream
- What's Included: Access to video for 7 days following the event, an implementation toolkit, and other helpful resources to help make the learning stick.
- Investment: **\$149 (week of registration is \$159)**
- More info: [link]

Please let me know a good time when we can discuss this further or if it would be approved for me to register now. Thank you so much for your consideration!

Best,  
[Your Name]