

***You can edit then email or use as a guide for a discussion with your leader to gain approval or support to participate in the Middle Managers Online Muster: Masterclass Series.***

Subject: Middle Managers Online Muster: Masterclass Series – attendance approval request

Dear (your boss's name)

I've come across a masterclass series of leadership and professional development that I think would be valuable for my development. It's called the Middle Managers Online Muster. It's a series of four masterclasses consisting of professional and leadership development: You can see more here: <https://learn.sallyfoleylewis.com/landing-page-page>

It's hosted by global award-winning leadership and middle management expert: Sally Foley-Lewis. You can check Sally's LinkedIn profile here: <https://www.linkedin.com/in/sallyfoleylewis/>

The live online program is focused on leadership and professional development, focusing on topics that I believe will help me in my day to day that will help amplify my leadership, productivity and confidence. The topics and the skills being taught are so important in everything I do, and I would love the opportunity to learn and network with other middle managers. The purpose of the event is to help me:

- Broaden and strengthen my leadership and self-leadership.
- Improve my communication skills.
- Enhance my skills in delegating and having critical and feedback conversations.
- Share diverse views, experiences and thinking.
- Challenge assumptions.
- Maximise my confidence and influence as a leader.

The masterclasses are held on four consecutive Mondays and are two hours in duration. In addition to being an economy of scale, there are bonus resources if a full season pass is purchased. I can participate in all sessions online, eliminating travel costs and time. I believe this program is very reasonably priced at \$595, given it is valued at well over \$1,000.

I hope you'll give your approval for me to participate. I think it will be valuable in helping me perform my job better and learn more about effective management and leadership through networking with other middle managers, and from Sally.

Thank you for considering my request, and let me know if you'd like to discuss this.

[Your name]