**Cornell ILR Workshop  
Leadership Skills for Success: Engaging Employees and Building Teams (LD250)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend L**eadership Skills for Success: Engaging Employees and Building Teams (LD250),** a class offered by Cornell University’s School of Industrial and Labor Relations (ILR). I would need your approval. This course will provide me with a specialized toolkit to successfully support clients, develop leadership competencies, optimize practices, and influence business results.

Cornell’s ILR School is the preeminent educational institution in the world focused on work, employment, and labor. It provides the opportunity to gain insight from leading scholars, researchers, and practitioners. This course would be an asset to me, my team and our organization. I’m excited for the chance to bring the absolute best skills and practices back to [Company Name].

This course focuses on these key takeaways, which will enable me to better:

* Align the work of your team with the goals of the organization to achieve desirable results
* Focus on how you will address work and the efforts of others by successfully managing time, prioritizing tasks, and effectively delegating responsibilities
* Build and maintain productive relationships through impactful communication approaches from listening effectiveness to assessing and appropriately reacting to what you heard
* Assess the effects of your communication behaviors and their influence on others
* Demonstrate assertive communication skills and how to maintain positive rapport during difficult conversations
* Explore different communication styles and how to communicate with those viewed as difficult in the workplace as well as how emotions play a role in whether or not we can achieve a successful outcome
* Create and develop an action plan for accelerating trust

Here’s how much it will cost for me to attend:

* Program fee: $1,495
* Airfare/Travel: [INSERT AMOUNT HERE IF REQUIRED]
* Hotel: [DELETE IF LIVE VIRTUAL PROGRAM]
* Meals:  [INSERT AMOUNT HERE IF REQUIRED]
* TOTAL: [X]

More information about the program can be found on ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/ld250/leadership-skills-success-engaging-employees-and-building-teams?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-scheinman-professional-education-2023&utm_term=justification-letter&utm_content=text).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best,