Dear [Name of Supervisor/Manager],

I’m writing to ask your approval for me to attend a unique 2-day course, **AMA’s Women’s Leadership Certificate Program**.

The course was developed by **AMA Women’s Leadership Center** **(WLC)**, which offers professional women a supportive forum to build new skills, add greater value on the job and make meaningful connections with other professional women.

In this course I will learn improved communication techniques along with strategic leadership skills that will enhance the success of our team. The program teaches women in every role to develop a leadership mindset that contributes to organizational and team success.

My attending this course will also demonstrate our organization’s commitment to diversity and inclusion in leadership. I will earn a **Women’s Leadership Certificate** upon completion of the course. Key course benefits include learningthe leadership tools, skills and voice needed to find and communicate solutions, seize opportunities, take smart risks and help lead our team to greater achievements.

AMA is a recognized training leader known for its immersive and collaborative classroom learning experiences. I’ll work with peers from other industries and get feedback from an expert course leader who is also experienced in the business world.

**What Will Be Covered**

|  |  |
| --- | --- |
| **• Establishing one’s own leadership voice** | **• Leading one’s team to greater success** |
| **• Crafting a compelling message** | **• Becoming a strategic thinker** |
| **• Communicating a strategic direction** | **• Adding more value to the organization** |

More details are available at [www.amanet.org/2960](http://www.amanet.org/2960)

If you think this course would be beneficial to other women in our company, AMA can also bring the program to our location so that groups can learn these skills.

In closing, I’d like to emphasize that my goal is to bring the most value I can bring to [Name of Organization] and to learn crucial leadership skills that can benefit our company, my colleagues and my career. I will provide a summary of actionable learnings that I’ll apply to my job immediately after earning my certificate.

Thanks very much for your consideration.

[Signature of employee]