**Date [insert date]**

Dear [**insert your supervisor’s name here**],

I would like your approval to attend UQ Business School’s Executive Education course, Learning to Lead.

This immersive multi-session professional development short course program is for professionals who have moved into a leadership role within the last two years, are about to transition into a leadership role, or want a refresher of core leadership skills.

UQ Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Their teaching staff are among the best in Australia and have worked with top-tier national and international firms such as the Asia Development Bank, BHP Billiton, Procter and Gamble, CSIRO, Coca-Cola, Thiess and HSBC.

Attending this professional development short course will allow me to strengthen my business leadership acumen, confidence and skills.

By attending this program at UQ Business School, I will:

* Learn how to applying cognitive, emotional, and social intelligence skills as a leader
* Develop the tools to build and cultivate high-performing teams
* Gain the ability to communicate effectively and convincingly to all levels of our organisation to resolve conflicts, build relationships and influence change to improve organisational performance and achieve results.
* Learn how to implement and execute organisational strategy and organisational change.

After I complete the program, I’ll share key takeaways with our team, including those we can implement immediately, and I’ll develop an action plan for how we'll make that happen.

These are the course dates and times:

* **[INSERT DATES HERE**]

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

* Airfare/Travel: **[INSERT AMOUNT HERE, IF REQUIRED**]
* Hotel: Included in the program fee **[DELETE THIS LINE IF LIVE VIRTUAL PROGRAM]**
* Program Fee: $2,250
* TOTAL: **[ADD UP TOTAL AND INSERT HERE]**

You can learn more about the program [here](https://business.uq.edu.au/course/learning-lead) on the UQ Business School Executive Education website.

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

Best regards,

**[INSERT YOUR NAME HERE]**