**Date [insert date]**

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

I would like your approval to attend UQ Business School’s Executive Education course, Designing Strategy for Results.

This two day professional development short course is for managers and executives who want to learn how to design business strategies that deliver results.

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 acumen, confidence and strategy-building skills.

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

* Learn how to apply new strategy building concepts, such as Value Logic and Strategy as Design, and use design and reverse design business models using new strategy tools, such as the Customer Value Canvas and Strategy Mapping
* Develop my ability to use strategic initiatives management as the basis for strategy execution
* Learn how to use different tools to creatively develop alternative strategic futures
* Improve my ability to collaborate with senior managers and board members when developing strategy.

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: $1850
* TOTAL: **[ADD UP TOTAL AND INSERT HERE]**

You can learn more about the program [here](https://business.uq.edu.au/course/designing-strategy-results) 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]**