**Justification Letter for UQ Executive Education courses**

**Date [insert date]**

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

I would like your approval to attend UQ Business School’s Executive Education course, Optimising Influence in Negotiation.

This course is for executives, managers, future leaders and professionals who are interested in developing their effective workplace negotitation 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 acumen, confidence and negotiation skills.

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

* Learn how to plan for effective negotiation discussions by gathering evidence, identifying strengths, and developing persuasive messaging
* Develop an understanding of my personal negotiation style, values and key motivators, which I can use to increase my negotiation skills
* Learn how to communicate most effectively with different personalities and team interaction styles, as well as how to leverage our team’s strengths and capitalise on our competitor’s weaknesses for our strategic advantage.
* Work on controlling my physiological responses and regulating my emotions when negotiating, particularly when under pressure and dealing with frustration or roadblocks using de-escalation tactics)
* Identify hindrances to trust building and key facilitators of building rapport with colleagues.

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: $925
* TOTAL: **[ADD UP TOTAL AND INSERT HERE]**

You can learn more about the program [here](https://business.uq.edu.au/course/optimising-influence-negotiation) 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]**