



Hi [MANAGER NAME],

I appreciate that our company has a culture of supporting continuing education and advancement.

To that end, I'd like to attend a leadership and professional development program, called RESILIENT. It is a three-month coaching program led by a seasoned executive coach, Melody Wilding, LMSW. This program will help me increase skills in areas like delegation, decision-making, confidence, influence, assertiveness, communication, and effective feedback.

Increasing these skills will help me grow and enable me to contribute to the team in a bigger way. Specifically, participating in the program is the perfect opportunity for me to execute on key goals we've discussed such as [INSERT KPIS, OKRS, OR GOALS HERE]. I'm hoping to [INSERT EXAMPLE OF HOW YOU PLAN TO APPLY LEARNINGS].

Here's the breakdown of the information for the program:

- *Dates: January 16th, 2025 to April 10th, 2025*
- *Cost:*
 - *Before December 12th: \$2,500*
 - *After December 12th: \$3,000*
- *Program details: <https://melodywilding.com/resilient>*

Is this something that I can pursue?

Please let me know if you have any concerns. I'd be happy to schedule a time for us to chat next week to discuss further.

Thank you for being open to these kinds of suggestions and for supporting my growth and development here.

Best,

Your name