

Subject: Request for Approval to Attend Identifying Your Strengths LAB

Dear [Boss's Name],

I would like to request your approval to attend the **Identifying Your Strengths LAB**, a hands-on workshop hosted by Association Forum. This LAB session is designed to help professionals identify and apply their unique strengths in the workplace. Designed for professionals who are ready to level up, LAB Programs are a series of workshops that deliver real-world results. Each LAB session is built on three pillars:

- ❖ **Learn** from leading experts and fresh perspectives.
- ❖ **Apply** your knowledge immediately through guided, real-time practice.
- ❖ **Build** practical tools, strategies, and confidence that will carry forward in careers.

LAB Programs offer the space, support, and structure to move from inspiration to implementation—deepening expertise, strengthening leadership, and exploring new territory.

Here are **five key reasons** why I believe this is a smart investment:

- **Self-Awareness** – I'll gain insights into my top strengths and how they influence my work style.
- **Team Collaboration** – The session explores how to leverage strengths for better teamwork and communication.
- **Leadership Development** – Understanding strengths supports more effective leadership and delegation.
- **Practical Tools** – I'll leave with strategies to apply my strengths in daily tasks and long-term goals.
- **Expert Facilitation** – The LAB is led by certified strengths coaches who provide personalized guidance.

The registration fee is \$155 for members (or \$200 for non-members).

This LAB will help me grow as a professional and contribute more effectively to our team. Thank you for considering this request.

Sincerely and in gratitude,

[your name]