

## **Subject: Request for Approval to Attend Emerging Leaders Program**

Dear [Boss's Name],

I'd like to request your approval to attend the Emerging Leaders Program, a dynamic professional development experience hosted by Association Forum. Through a collaboration with the Center for Creative Leadership, the Emerging Leaders Program was developed through proven research and tailored specifically for Association Forum and the association industry. This program equips new and experienced leaders with the skills and knowledge to thrive.

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

- **Leadership Readiness** – The program focuses on developing core leadership competencies, preparing me to take on greater responsibility and contribute at a higher level.
- **Strategic Perspective** – I'll gain a deeper understanding of how associations operate at a strategic level, which will enhance my ability to align my work with our organization's mission and goals.
- **Professional Certification** – The course offers **18 CAE credits**, which directly supports my path toward earning the Certified Association Executive (CAE) credential.
- **Peer Cohort** – I'll join a cohort of emerging leaders from across the association community, creating valuable connections and opportunities for collaboration.
- **Immediate Application** – The program's content is directly relevant to our work and will help me apply new insights and tools right away.

This cohort-based program meets six times and is centered on leadership, working in teams more efficiently, giving and receiving feedback, managing conflict and improving execution. It is primarily held at Association Forum's office in downtown Chicago, with one virtual session.

The registration fee is **\$1,730** for members (or \$2,435 for non-members). I'm confident that participating in this course will enhance my leadership capacity and bring lasting value to our team.

Thank you for considering this request. I'd be happy to share more details or discuss how this aligns with our goals.

Sincerely and in gratitude,  
[your name]