Hey, there! AmyK here.

While the choice to attend the She Gets It NEXT LEVEL Program may be an easy one for you, we understand the ultimate decision may not be entirely in your hands. To help make the case for your attendance, we’ve prepared a Justification Letter to give to any additional decision makers. Simply customize the letter to suit your current challenges or professional development needs and send it to your supervisor[s] to get their approval!

Dear [name]:

One of my goals this year is to become an even more successful, integrated team player, and to elevate my performance and productivity as an effective leader and contributor.

With this goal in mind, I would like to request approval to attend a 6-week, online program focused on communication confidence, Emotional Intelligence skills and Self-leadership.

This *She Gets It* NEXT LEVEL Program begins [\_\_\_\_\_\_\_\_\_], and is Part II of this leadership development series. In Part I, I learned how to [List 3 key takeaways for you personally and how they positively impacted your organization. For example, *I learned how to have a tough conversation with an underperformer and together we turned their behavior around. This individual is now a stronger team player with a much better attitude.* Or, *In Part I, I learned a six-question framework that has skyrocketed our team’s engagement and buy-in, and I now use it once a year for performance reviews*, etcetera.]

There are many benefits I can derive from the NEXT LEVEL program, which is led by AmyK Hutchens, an international award-winning speaker, Amazon #1 bestselling author of two books, and 20+ year coach and consultant with clients such as UBS, Starbucks Canada, Expedia, Wells Fargo, Lockheed Martin and hundreds of others*.* This experience will give me an opportunity to share and learn best practices and network with a group of peers from all over the world. I believe that this investment will benefit me and the organization as a whole.

**Benefits:**

1. \*\***Enhanced Leadership Competence**\*\*: Attending a leadership development program will equip me with advanced skills and knowledge that will directly enhance my ability to lead effectively within the organization.

2. \*\***Increased Productivity and Results**\*\*: The program focuses on strategies to boost productivity and achieve better results. This will allow me to drive performance improvements in my team, leading to tangible benefits for the company.

3. \*\***Improved Decision-Making and Problem-Solving**\*\*: The program provides practical tools and techniques for making sound decisions and tackling complex challenges. This will enable me to navigate critical situations more effectively, ultimately benefiting the company's bottom line.

4. \*\***Better Talent Management and Succession Planning**\*\*: Through the program, I will gain insights into best practices for talent development. This will ensure that we have a strong pipeline of capable leaders to drive the company's future success.

5. \*\***Enhanced Employee Engagement and Retention**\*\*: A key focus of the program is on creating a positive work environment. By applying these principles, I can inspire and engage my team, leading to higher retention rates and reduced recruitment costs for the company.

6. \*\***Innovation and Adaptability**\*\*: The program emphasizes fostering innovation and adaptability in leadership. By bringing back these skills, I can lead my team in navigating change and driving innovation, which is crucial in today's fast-evolving business landscape.

7. \*\***Positive Impact on Organizational Culture**\*\*: By attending this program, I'll be better equipped to shape and promote a positive organizational culture. This will lead to a more cohesive and motivated team, ultimately contributing to a healthier work environment and improved company reputation.

I would greatly appreciate the opportunity to participate in the She Gets It NEXT LEVEL program and invite my colleagues to join me as well. Sending me to a leadership development program is an investment in not only my growth as a leader, but also in the long-term success of the company. The skills and knowledge I'll gain will directly translate into enhanced leadership, improved results, and a more positive work culture, all of which will benefit the company's bottom line and overall performance.

Thank you for your consideration.

Respectfully,