

Justifying Attending The Effective Facilitator

To help you justify attending *The Effective Facilitator* and prove its value to your organization we've put together this letter you can customize as needed and send to your supervisor.

[Supervisor],

I'd like to submit a request to attend an upcoming course called *The Effective Facilitator*, from Leadership Strategies, [Class Date] in [City]. My interest in taking this class is coming from the need to improve the meetings I lead in my role as [Job Title]. I've noticed some aspects of my facilitation are not as strong as I would like. Some of the areas that I feel are important for me to address are managing the group dynamics when sessions become dysfunctional, keeping meetings focused and on track and gaining real buy-in from participants.

The *Effective Facilitator* is specifically geared toward people who lead groups through different kinds of meetings, like I do on a regular basis. There are opportunities for practice with feedback from professionals as well as a take-home video showing my progress. **More specifically, this class will help us save time and money by making the following much more efficient:**

- [Our weekly department meetings]
- [Our monthly staff meetings]
- [Our quarterly planning meetings]

This is also a great opportunity for me to network with leaders from other businesses to learn from their successes.

Another thing that I really liked about this class is that after the course is over, Leadership Strategies offers one-hour, live monthly webinars as refreshers of the principles they cover in the class. They also give time for Q and A about our individual situations. The class and the following series are very reasonably priced:

Registration Fee:	\$2,295 (4-day class and monthly follow-up series)
Airfare:	[\$250]
Transportation:	[n/a]
Hotel:	[\$500]
Estimated Total:	[\$3,045]

The potential ROI on attending this class is huge. Many of our meetings take much longer than is necessary and sometimes we end without accomplishing what we intended to. I will submit a post class summary that will include the major takeaways, tips and recommendations for future classes and strategies to use all that I will have learned. Additionally, I can share my relevant information with key personnel in management and alike.

Thank you for considering my request. I look forward to your reply.

Regards,

[Your Name]