

SHARPHEELS

Please use this email (modify as needed) to send to your manager or HR department explaining the benefits for you to attend the event.

Subject: Request to Attend: SharpHeels Career & Leadership Development Summit

Dear **MANAGER'S NAME**,

I would like to attend the SharpHeels Career & Leadership Summit on Thursday, **DATE** at the **EVENT LOCATION**. It's an all-day event (8am-6pm), that focuses on Career Planning and Leadership Development for individuals interested in advancing their careers.

The event will have local executives discussing topics such as:

- Successful Career Planning
- Overcoming Career Obstacles
- Being an Impactful Leader
- Enhancing Executive Presence

In addition to the panel discussions, they will have workshops on:

- **Career Planning:** Conducted by a career coach, this workshop is designed to help attendees assess their work-related skills and values, and then build a career plan (with action items) for short-term (1 yr), mid-term (2-5 yrs) and long term (5 yrs+) goals.
- **Leadership Development:** Conducted by an executive coach, this workshop will train attendees on the key success factors for advancing your career, how to build a professional brand, and how to be a thought leader at your company and in your industry.
- **Money Matters:** In this workshop attendees learn smart ways to save money, cut down on unnecessary expenses, invest, prepare for unexpected expenses, and plan for yearly bonuses & raises.

This would be a great opportunity for me to learn leadership skills, map out some short-term and long-term career goals, and network with my peers. I will have my Out-of-Office on, and I have worked out a back-up plan for business critical items with **CO-WORKERS NAME**. Anything that's not business critical, I will handle upon my return to the office on Friday. And, I would be happy to share a summary of the event afterwards with you and the team.

The ticket price for the event is **\$ ADD EVENT COST**, which includes 4 panel discussions, 3 workshops, a networking event, a professional headshot, a tote bag, and food/drinks.

You can view the event here: **ADD EVENT LINK**

Please let me know your thoughts and if you have additional questions about the event. Thank you in advance for supporting my career and leadership development!

Best Regards,
YOUR NAME