

# CRG Leadership Tools Certification Workshop: Request for Approval

To:

From:

Re: Addressing *[problem 1]* issues

Recent challenges within our *[department/organization]* have pushed me to look into long-term effective solutions. In particular, I've been focusing on addressing these problems:

- *[problem 1]*
- *[problem 2]*
- *[problem 3]*

In my research, I have come across a program that I believe will equip myself and our department to solve these issues for good. This program is Consulting Resource Group's Leadership Tools Certification workshop on *[program date]* in Abbotsford, BC.

CRG's flagship tool, the Personal Style Indicator, is one of the most widely used personality assessments in the world. It has been implemented by thousands of organizations over the past 30 years to increase individual and team performance by creating mutual understanding between people, improving communication and delegation, and resolving conflict.

While there are other tools that offer similar claims, the PSI is one of the few that gives consistent results even when people repeat the assessment months or years later. Furthermore, it is the only such tool I've come across that connects to a holistic system of tools assessing everything from health and stress levels to leadership capacity.

For these reasons, I'd like approval to attend their Certification workshop. By attending this program, I'll become able to administer, interpret, and teach not only the PSI, but the whole series of assessments. I know the skills I'll learn will help me significantly enhance the success of our current *[employee development programs, leadership development programs, team building sessions, conflict management training, team processes, recruitment initiatives, retention initiatives, management initiatives, employee engagement programs]*.

The total investment for the program is only \$**1,997**, and 83% of CRG customers report that they made back the value of the investment within 6 months. Furthermore, if I register before January 15, 2017, the cost goes down to \$1,797.

Others who have taken the program have shared that networking during the sessions offered them the chance to compare notes, identify patterns, and problem-solve similar challenges, which in itself was worth the value of the investment.

Here's an approximate breakdown of the expected cost:

- Airfare: **\$XX**
- Transportation: (round trip taxi from airport to hotel) \$80
- Hotel: (3 nights at \$100) \$300
- Meals: (3 days at \$75) \$225
- Registration Fee: \$ **1,797**
- Total: **\$2,402**

While I understand this investment requires thought, I'm concerned that without immediate and specific action to address our organizational issues, these issues will continue to grow and ultimately become much more difficult and expensive to address. I'm currently working on ways to reduce the expenses, including hotel discounts, group meals, etc.

I intend to submit a post-training report, which will include an executive summary, define the key takeaways, and outline an action plan to maximize our investment in building a productive future by addressing our ***[insert here]*** problems.

Thank you for considering this request to invest in the future of our organization. I look forward to discussing it further with you.

Regards,