



Linkage's GLOBAL INSTITUTE for LEADERSHIP DEVELOPMENT

presented by



Dear <Insert Manager's Name>,

I would like to explore new ways to improve my leadership capabilities and enhance my ability to lead my team effectively. I'm writing to ask you for your approval to attend Linkage's *Global Institute for Leadership Development*[®] (GILD), which is happening in Palm Desert, CA Sept. 16 - Sept. 19, 2019.

GILD is truly the leadership development opportunity of the year. There are exceptional keynote speakers, small group learning opportunities, and hands-on learning experiences. But the real reason I'd like to attend GILD is to take advantage of the formal assessment and accompanying leadership coaching, which is included in the Institute pricing.

As part of the Institute experience, I'd complete a 360-degree assessment, giving me invaluable insights into how I personally rate my leadership competencies—and how my co-workers, team members, and direct reports rate my leadership abilities.

Then, I'll get to unpack these results with my own private leadership coach, both at the event and in the months after the Institute.

The overall ROI is clear: GILD is grounded in Linkage's Purposeful Leadership[®] model, which produces leaders who enjoy 2x stronger revenue growth, 4x profit growth, and 9x employee engagement.

Attending GILD would especially help me address the goals we discussed at my last performance review [add details].

Here is an approximate breakdown of Institute costs:

Airfare: \$XXX	Meals: (5 days at \$XX) \$XXX
Transportation (in Palm Desert): \$80	Registration fee: \$6,195
Hotel: (5 nights at \$300) \$1,500	Total: \$XXX

Upon my return, I would be happy to submit a report that would include major takeaways and a summary of how I will implement the leadership best practices and insights provided to me by my coach. I can also share insights with other departments looking to make a similar commitment to leadership development.

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

Regards,