Email Template

Hi [MANAGER],

Here’s the rundown on the Leadership Essentials Certificate Program I messaged about.

It consists eight two-hour online sessions, where I’ll learn leadership and management skills to help me:

* Coach my team through conflict, performance, and change with a trauma-informed lens
* Effectively delegate and supervise so my team is more efficient, productive, and engaged
* Craft my leadership style and learn how to work with different personalities and work styles

You can take a look at the course [here](https://achievecentre.com/workshops/?topics=471172).

I’d love to register for the upcoming session starting on [DATE].

If I'm approved for funding, I'll be able to level up the entire team with what I learn.

My goal is to help prepare the team for [INSERT PROJECT OR GOAL], which will help us [INSERT KEY ACTION TO ACHIEVE GOAL]. I’d also be happy to share my learnings with the team to help with future planning.

Would I be able to use my professional development budget towards enrollment in this program? We could also take advantage of one of the governments’ training grants that are available

Thanks for your consideration!