



Consider asking your employer to pay your registration or reimburse you

1. Clearly state how your company will benefit
2. Share the logistics
3. Connect the outcome of the training with the values of your company

If you need a template to get you started, consider this:

Subject Line: Professional Leadership Development Opportunity

Good morning, <boss's name>,

I'd like to attend the National Association for Asian American Professionals (NAAAP) KC Inclusive Leadership Training. It's a virtual training for Asian American professionals and leaders who seek to make a significant, positive impact in their organizations. The training is used nationally to advance professionals and teams through improving communication, fostering inclusion for everyone on the team, and optimizing individual and team performance.

There are 4 virtual sessions beginning Tuesday, March 21, from 5-630 CT. It will be a great opportunity for me to represent our company among the attendees and bring back proven leadership practices to enhance individual impact, teamwork, productivity, and values for equity, inclusion, and belonging.

<company name> has supported leadership development in the past. This training is an exciting opportunity to learn with other Asian American professionals. Given our company's values for diversity and advancing underrepresented groups in the workplace, this series is a great fit to meet these goals.

The cost is \$200 total for the 4 sessions. Please let me know if I have the approval to expense my registration.

Thanks for your consideration! Please let me know if you have any questions.

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