**Business Case Letter for**

**EmpowerED: Power Up and Taking Charge! A Workshop Series for Empowered Administrative Professionals**

## *(You are encouraged to personalize this template so that it doesn’t sound like something you found on Google. I.e. - Show your Executive/HR Manager that you spent time on this and care about it.)*

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Hi (Executive or HR Manager’s Name),

I’m requesting your support and approval to attend the in-person ***EmpowerED: Power Up and Taking Charge! A Workshop Series for Empowered Administrative Professionals***on **June 14, 2024**.

This event will provide me with the strategies and skills needed to excel in my role within our organization. Two industry-related experts will share their knowledge of today’s evolving workplace challenges and help attendees come up with solutions suited to their needs. By participating in exercises and discussions to identify and resolve issues affecting office admins from varied backgrounds, I will develop valuable skills and important, professional contacts from across our region. To continue the benefit from this event, I plan on sharing a summary of my learnings and takeaways in a post-event report to be shared as appropriate.

**About Association of Administrative Professionals:**

The Association of Administrative Professionals provides administrative professionals the opportunity to learn, grow and thrive by encouraging all members to add to their individual competencies, advance their leadership skills, realize their value in the workplace and community, and have confidence to excel in their careers.

The AAP helps to educate, empower, and equip the world’s top administrative professionals to be game-changing leaders, and to support their executives and help companies succeed. AAP training focuses on what drives results that matter, reduced costs, increased revenue, employee satisfaction and retention, innovation, and more.

**The EmpowerED: Power Up and Taking Charge professional development day includes:**

* Two workshops - each presented by subject matter experts. **Bonnie Low-Kramen** (bonnielowkramen.com)is the author of two books: ***Be the Ultimate Assistant*** and ***Staff Matters***. In addition to being a workplace expert, TEDx Speaker & Author, Trainer of Assistants & Leaders, and Corporate Coach, Bonnie is also a consultant to the World Administrative Summit. **Michael Lewis** ([michaellewistraining.ca](http://www.michaellewistraining.ca/)) is celebrating 30 years of speaking and sharing knowledge on topics that include leadership, staff training, and business and organizational development. Presenting across all of Ontario, Michael works with the organizers of each event to provide a unique and specific learning opportunity to meet the needs of his audience.
* Powerful skills and tools to bring back to my coworkers will include the importance of mentoring and teamwork as keys to long-term professional success. We will also learn strategies on how to keep a personal touch when performing our duties in a remote work environment by building healthy, positive relationships between assistants and leaders, and co-workers, and ways to manage distractions, requests, and boundaries. Other takeaways will include improving effective communications and navigating “the unpredictable.”
* The opportunity to establish and build a strategic network of like-minded, game-changing administrative professionals from across Simcoe County – and beyond - during working sessions, breakfast, lunch, and breaks will be invaluable.

The cost of attending, “Insert applicable ticket price here”, is an investment that is well worth it. As you know, administrative professionals are now called to lead, think, and act strategically. We are team leaders, cross-functional collaborators, project managers, culture keepers, initiative implementers and more - all while keeping a finger on the pulse on the entire organization.

I believe this is a worthwhile investment in the future of this organization and I hope to take advantage of this game-changing development opportunity. I’m thankful for your consideration and would appreciate your approval by “insert date here”.

Sincerely,

(Your Name)