

To: [YOUR BOSS]

From: [YOUR NAME]

Subject: How my doing the She Leads Diploma will improve our workplace

Dear [NAME],

As I mentioned in our conversation, I'd like your support to complete the She Leads Diploma of Leadership and Management (BSB51918) through YWCA Canberra. YWCA Canberra is a Registered Training Organisation (RTO 1373) and has a long history of supporting women in Canberra.

The Diploma is at the cutting-edge of women's leadership development. It applies a framework of developing cognitive capabilities and emotional intelligence (knowing), practical leadership skills (doing) and leadership identity (being). The course interweaves this framework with a traditional Diploma of Leadership and Management, allowing me to build my leadership skills while working towards a nationally recognised qualification. It also has additions specifically for diverse leaders, that considers intersectional issues and a range of leadership styles. Upon completion, I will graduate with a Diploma of Leadership and Management, recognising my competency in:

- managing personal work priorities and professional development
- developing and using emotional intelligence
- communicating with influence
- managing meetings
- managing operational plans
- managing budgets and financial plans
- leading and managing effective workplace relationships
- leading and managing team effectiveness
- managing people performance
- managing diversity in the workplace
- supporting the recruitment, selection and induction of staff
- facilitating continuous improvement

As you know, my role here involves [YOUR ROLE], and the She Leads Diploma offers subjects that relate directly to my duties. For me, subjects built around [RELEVANT SUBJECT TOPIC FROM LIST ABOVE] will be incredibly valuable because [INSERT REASON RELATED TO YOUR WORKPLACE].

In addition, the She Leads Diploma also features a series of panel sessions that feature diverse local leaders sharing their leadership journey, including strategies they have used to overcome barriers and advice to ignite my leadership journey. These will also give me the opportunity to network and find mentors that will help me grow as a leader and as a professional woman, I know that this is important to [INSERT COMPANY/ORGANISATION] because [INSERT REASON].

In short, attending the She Leads Diploma would be beneficial for both my career and [ORGANISATION/DEPARTMENT].

On a personal note, despite all the gains women have made in obtaining formal leadership positions, the reality for many Australian women is that they are still locked out of decision making and leadership roles. Developing women's leadership is fundamental to addressing these issues. Not only will

supporting me to complete the She Leads Diploma be a practical way to demonstrate the commitment of [ORGANISATION/DEPARTMENT] to supporting women in leadership, the She Leads Diploma would enhance my value to our team and is an opportunity that I'd hate to miss.

You can learn more about the event in [the course guide](#). I genuinely appreciate you taking the time to read this proposal.

Kind regards,

[YOUR NAME]

Key details

The course is delivered over 11 dynamic full day workshops held over a 12 month period and are designed and delivered by a range of professional facilitators, with guidance and support from YWCA Canberra. These workshops occur once a month and I have attached the proposed schedule of dates for your interest. I would be required to attend these workshops and not be able to fulfil usual work duties on these days.

The Diploma has three intakes a year and the next one commences on **24 March 2021**.

Here is the [cost breakdown](#):

[CHOOSE AN OPTION TO INCLUDE AND INSERT THE DIVISION OF PRICES, DEPENDING ON YOUR CIRCUMSTANCE]

Option one

	Full fee \$6,500
Workplace contribution	\$6,500

Option two

	Full fee \$6,500
Workplace contribution	[INSERT AMOUNT]
Employee contribution	[INSERT AMOUNT]

Option three

	Traineeship fee \$2,560
Workplace contribution	\$2,560

Option four

	Traineeship fee \$2,560
Workplace contribution	[INSERT AMOUNT]
Employee contribution	[INSERT AMOUNT]

Payment plans are available.