

Letter to your supervisor:

Here is language you can edit and send to your supervisor explaining the benefits of enrolling in a Smith Executive Education program.

Subject line: Opportunity to add value and elevate impact

Dear [[your supervisor’s name]],

I am writing to seek your support to enroll in Smith Executive Education’s [[name of program here]]. This program will enhance my leadership skills and provide me with relevant business knowledge that I can apply and share right away. Here’s how this program will benefit my growth as a leader and my impact on our goals:

* Relevant and applicable skills: Smith Executive Education empowers women leaders through top-rated programs that address current challenges women leaders face.
* Value to the team: Leading business school faculty and practitioners incorporate research-based knowledge with real-world experiences and share tools, frameworks, and strategies that can be brought back to the larger team. I’ll plan to present my learnings and action plan after I complete the program.
* Time and cost: Unlike a degree program or for-credit course, Smith Executive Education offers short, lower-cost programs designed for working professionals.
* Professional development: This investment in my growth will provide me with the skill set and impact I need to succeed in my current role and as I advance within the organization.

Here are the details on what I will need to attend:

* Airfare/travel: [[insert here if applicable; delete this line for online program]]
* Program fee: [[insert program price from program description]]
* Time commitment: [[insert time to complete from program description]]

You can learn more about this program and others available at execed.smith.edu.

Thank you for considering this request. I look forward to talking to you about this in more detail.