***\*Page 1 – Template***

***\*Page 2 – Example***

**TEMPLATE**

**(Insert date)**

(**Insert your supervisor’s name**),

I am seeking your approval to attend the following QUTeX course: ***(Insert course name)***

**Course overview:**

(Insert from course web page)

**When and where:**

(Insert from course web page)

QUTeX is the professional development and executive education arm of QUT Business School, one of Australia’s leading business schools. QUTeX brings together knowledge from across all QUT to help learners upskill and stay relevant using QUT’s signature real world focus.

Attending this short course will allow me to strengthen my skills in (X, X and X), whilst boosting my confidence, business acumen and supporting me to build my networks.

**By undertaking this course, I will:**

* (Insert ‘Core concepts’ from course web page)

At the end of completion, I will be awarded with a Certificate of Attendance, documenting my participation in the course; and I will share key takeaways with our team.

**These are the costs for me to attend:**

* Course Fee: **(insert course fee)**
* Airfare or Travel: **(delete if not relevant)**
* Accommodation: **(delete if not relevant, or attending virtually)**
* TOTAL: **(add up and insert)**

For more information about this course, please visit the QUTeX website **(insert course web page URL).**

Thank you for considering this request. I look forward to your response or discussing this further with you.

Regards,

(**Insert your name**)

**EXAMPLE**

**24th May 2021**

Dear John,

I am seeking your approval to attend the following QUTeX course: ***Maximising Your Influence as a Leader***

**Course overview:**

Effective leaders communicate with influence. As organisations become less hierarchical, flexible, and flatter, leaders increasingly need to influence not just up and down but sideways. This expertly designed course will diagnose and build on my existing capabilities to develop real leadership potential and managerial influence.

**When and where:**

20th June 2021

9am – 4.30pm

QUT Executive Education Centre, Gardens Point Brisbane

QUTeX is the professional development and executive education arm of QUT Business School, one of Australia’s leading business schools. QUTeX brings together knowledge from across all QUT to help learners upskill and stay relevant using QUT’s signature real world focus.

Attending this short course will allow me to strengthen my skills in leadership and influence, whilst boosting my confidence, business acumen, and supporting me to build my networks.

**By undertaking this course, I will:**

* Build the confidence to use a wide array of influencing tools.
* Understand my influencing style, approach, strengths, and opportunities for personal growth; and
* Learn how to apply four influencing strategies at the right time, in the right place, and with the right people to maximise persuasion.

At the end of completion, I will be awarded with a Certificate of Attendance, documenting my participation in the course; and I will share key takeaways with our team.

**These are the costs for me to attend:**

* Course Fee: **$790 (GST Incl)**

For more information about this course, please visit the [QUTeX website**.**](https://www.qut.edu.au/study/professional-and-executive-education/courses/maximising-your-influence-as-a-leader)

Thank you for considering this request. I look forward to your response or discussing this further with you.

Regards,

Katie Smith