

Dear [Manager's/HR Leader's name]:

The Executive Women's Forum on Information Security, Risk Management & Privacy (EWF) is the premier, mission-driven membership organization dedicated to engaging and advancing women leaders. As part of their mission to build strong women leaders, they now offer a unique and innovative program called, **Leading with Conversational Intelligence (C-IQ)**, created by Judith E. Glaser, business executive and organizational anthropologist. Their next class takes place on **ENTER START DATE**. C-IQ is a 6-segment program and takes place over 5 months.

Why would I like to attend?

C-IQ is different from other leadership development programs because it combines neuroscience and interpersonal effectiveness to help employees succeed better in their workplace communications.

So far, the EWF has received tremendous feedback from those who have completed the six-segment, live sessions with Linda Dolceamore, an International Coaching Federation and Conversational Intelligence certified coach. They have credited C-IQ with helping them receive professional recognition, promotions, and more.

During this training, I will learn:

- With peers on the same level
- To better understand the neurochemistry of conversation
- To regulate conversations with others
- To shift conversations
- To prime conversations for trust
- To navigate challenging conversations
- How to lead conversations

I am writing to request financial reimbursement to complete the EWF's C-IQ program. I hope to continue to grow professionally and am confident that learning to elevate my workplace conversations, build meaningful and trusting relationships, and lead through conversation will allow me to reach my goal. In this day and age, preparing women for the highest-level positions is critical, and investing in this course would be a step in the right direction.

What's the investment? C-IQ courses take place once a month over six months, with each session lasting an hour and a half. The program costs \$3,495 for companies that are not benefactors of the EWF and \$2,895 for companies that are.

Thank you for your consideration, and I hope to use this opportunity to grow professionally.

Sincerely,