**Cornell ILR Workshop  
Facilitating Conflict: Collaborative Problem Solving (CO338)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Facilitating Conflict: Collaborative Problem Solving (CO338)**, a class offered by Cornell University’s School of Industrial and Labor Relations (ILR). I would need your approval. This course will provide me with a specialized toolkit to successfully support clients, develop Employee Relations competencies, optimize practices, and influence business results.

Cornell’s ILR School is the preeminent educational institution in the world focused on work, employment, and labor. It provides the opportunity to gain insight from leading scholars, researchers, and practitioners. This course would be an asset to me, my team and our organization. I’m excited for the chance to bring the absolute best skills and practices back to [Company Name].

This course focuses on these key takeaways, which will enable me to better:

* Understand and apply methods and tools for problem-solving and resolving one-on-one conflicts
* Focus on listening to gain clarity, navigate conflict styles, identify issues, develop options, gain commitment, and follow through
* Learn how to identify skills capacity and develop employee problem-solving conflict skills
* Apply new skills and participate in networking through virtual breakout rooms

Here’s how much it will cost for me to attend:

* Program fee: $1,595
* Airfare/Travel: [INSERT AMOUNT HERE IF REQUIRED]
* Hotel: [DELETE IF LIVE VIRTUAL PROGRAM]
* Meals:  [INSERT AMOUNT HERE IF REQUIRED]
* TOTAL: [X]

More information about the program can be found on ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/co338/facilitating-conflict-collaborative-problem-solving?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-marcomm-justification-letter-2023).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best,