**Cornell ILR Workshop   
Performance Feedback and Coaching: Engaging in High Impact Discussions (LD305)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Performance Feedback and Coaching: Engaging in High Impact Discussions (LD305)**, 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 leadership 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:

* Clarify differences in the various roles a manager plays with staff members and define what coaching is and isn’t
* Identify different approaches (directive, coaching) that are needed when motivation and/or performance declines or increases
* Apply the right coaching approach to individuals at various motivation and performance levels
* Identify a coaching model that provides a structure for either one or a series of coaching conversations
* Demonstrate setting clear, actionable SMART goals—stretch but achievable
* Assess and improve personal capability in foundational coaching skills
* Formulate a development plan to focus coaching conversations, reinforce commitment to change and follow up in the moment coaching opportunities

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

* Program fee: $1,495
* 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/ld305/performance-feedback-and-coaching-engaging-high-impact-discussions).

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

Best,