

Subject: Request for Company Sponsorship – Engineering Leadership Accelerator (ELA) Self-Paced Course

Dear

I am writing to request approval and company sponsorship to enroll in the **Engineering Leadership Accelerator: People Leadership Development Course** offered by the **Engineering Management Institute (EMI)**. This self-paced program is designed specifically for soon-to-be and new managers in the architecture, engineering, and construction (AEC) industry, and focuses on developing the people-leadership skills that directly apply to our work.

The course consists of five sessions and covers essential areas of people leadership, including goal setting and decision making, communication and handling difficult conversations, mentoring, public speaking, leading diverse and remote teams, time management and productivity, networking, and negotiation—all of which are critical to leading high-performing project teams and strengthening our firm's delivery capabilities.

By completing this certification, I will gain practical tools and frameworks that can be applied immediately to my current projects, team interactions, and client relationships. Each session includes a brief assignment to reinforce real-world application, and the lessons can be shared with our broader team to support our collective growth. Upon successful completion, I will earn **7.5 Professional Development Hours (PDHs)**, which count toward my continuing education requirements.

The total cost of the program is **\$595**, and it can be completed online at a flexible pace that will not interfere with my project responsibilities. I am confident this investment will provide a strong return in both professional growth and project performance for our department.

I respectfully request that the company cover the cost of this course as part of its professional development support. Please let me know if you require any additional information about the program or its relevance to my role.

Thank you for your consideration, and I look forward to your approval.

Sincerely,