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Dear

I would like your approval to attend LEAD2018 in Salt Lake City, Utah from February 7th to 8th, 2018. This is a 2 day event hosted by HR.com with high level sessions (keynotes, roundtable discussions, workshops, networking etc.) revolving around leadership, training and employee development. This event is lead by industry leaders in the Training and Development space where attendees will learn:

- Practical tips on how to take the theories and concepts of leadership training and put them into practice.
- How to obtain the tools to build a high performance, value based culture with exemplary leadership
- Trends and best practices for creating innovative training and development programs
- The role of technology in development programs
- How to improve self awareness and develop a personal leadership style

LEAD was created to help inspire and teach training and development HR professionals to encourage the growth of the leaders in their organizations. Their philosophy is that in order to lead others you must first learn how to lead yourself.

At LEAD, I'll have the opportunity to meet and network with peers and industry experts who are passionate about creating smarter and more inspired workforces by unlocking their potential. With the content offered through the sessions, I plan to continue to strengthen my skills in:

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and walk away having learned:

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LEAD2018 will cover the following topics that are relevant to our leadership, training and development program(s):

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You can [view past sessions here](#) for a better idea of the type of learning that occurs at LEAD. When I return from LEAD, I will share my takeaways with my team that can be implemented immediately and we will brainstorm ways to innovate our program(s)

I've broken down the approximate cost of my attendance at LEAD:

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|--------------------|--|
| Expense | |
| Airfare/ Travel | |
| Hotel | |
| Event Registration | |
| Total | |

Prices increase quarterly, so the earlier I register, the cheaper it will be!

For more information about LEAD2018, please take a look at LEAD2018.com.

Thank you for taking the time to review this request, and I'm looking forward to hearing from you.

Best,