Be the First Webinar Series

# Professional Development Request Template

*This template can be customized, or you can copy and paste it in an email, to send to your manager/supervisor to request approval of time to participate in an upcoming webinar. You can also include information on the topic for a specific upcoming webinar, if needed.*

Dear [Manager/Supervisor Name]

To address the unique workforce challenges brought on by the coronavirus pandemic and as an opportunity for learning and development, Alpha Delta Pi Sorority is offering a free webinar series for members. I would like to participate to continue to grow as a professional and to incorporate practices to help advance my work and for the overall betterment of [insert organization/company name].

This series consists of a weekly one-hour webinar on a topic related to women’s leadership and professional development. The professional development experience is delivered by experts in their field and comes at no cost to [insert organization/company name]. Webinars will also be recorded so I have the option to revisit content at any time or watch a recording if I am unable to make a live session.

I plan on participating in the following sessions(s):

*[include session information here]*

After I participate in this series, I will develop an overview of what I’ve learned and provide actionable takeaways for the team so we can work together to move the department and [insert organization/company name] forward.

Thank you for considering my request, and I hope you will grant approval for my participation.

Sincerely,

[Your Name]