

Email to your boss:

Subject: Book Club for Professional Development – purchase approval

Dear (your boss's name)

I recently came across the Book Club for Professional Development, (<https://www.sallyfoleylewis.com/book-club/>) which has three main objectives for professional development:

1. Accountability: the members discuss the books so reading them is a must!
2. Networking and connecting: broaden thinking through listening to a wide range of perspectives about each book.
3. Professional, leadership and personal development: a direct result from 1 and 2.

I think this would be a valuable and cost-effective way to contribute to my development.

The program is laid out as such:

- Realistic pace: read one book per quarter
- Facilitated Discussion: semi-structure conversation to maximise sharing of knowledge and insights. Learn how to disagree respectfully and discuss those differences from an open and 'willing to learn' perspective.

There's no travel time, and is COVID-19, as it's conducted online. Furthermore, there's minimal impact to the day as the quarterly meetings start at 4pm.

Sally Foley-Lewis who is a productive leadership and middle management skills expert, master facilitator and executive coach. She has extensive skills, experience and qualifications; you can check her out at <https://au.linkedin.com/in/sallyfoleylewis> and <http://www.sallyfoleylewis.com>.

I would love the opportunity to for professional and leadership development and gain more skills and techniques to help me:

- ✓ build better relationships,
- ✓ increase my efficiency,
- ✓ manage my team better, and
- ✓ get more effective results!

I hope you'll give your approval for me to join the Book Club for Professional Development. I think it will be valuable in helping me perform my job better and be an even more effective leader.

Thank you for considering my request, and let me know if you'd like to discuss this.

[Your name]