

Email to your boss:

Subject: Professional Development Book Club™ – purchase approval

Dear (your boss's name)

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

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

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

The program format:

- Realistic pace: read one book per quarter.
- Facilitated Discussion: semi-structured 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.
- Club meetings are held on a Monday afternoon, starting at 4pm so as to minimise impact to the day.

There's no travel time, venue or catering costs, and is COVID-19 compliant, as it's conducted online.

Sally Foley-Lewis runs the books club and she is a productivity, self-leadership and middle management 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 participate and this provides an effective format for professional and leadership development. Participating will help me gain more skills and techniques so that I can:

- ✓ Increase my efficiency and productivity,
- ✓ build better work relationships,
- ✓ improve interpersonal communication skills,
- ✓ lead better, and
- ✓ manage my work/deliverables and reports better.

I would greatly appreciate your support in the form of:

1. Allowing time to attend the quarterly meetings, and/or
 - Approximately 90 minutes.
2. Covering the cost of membership and subscription.
 - *[Keep the option you prefer.]*
 - \$75 incl GST per quarter for books delivered
 - \$35 incl GST per quarter for attending to your own book format

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

[Your name]