[Date]

Dear [Supervisor’s Name],

I am reaching out to request your support and approval to participate in a professional development course - **Crucial Conversations for Mastering Dialogue** - facilitated by the University of Arizona’s Office of Learning and Organizational Development. It takes place from [enter cohort date here] [via zoom or in person]. The program teaches 14 skills over 12 hours, spread over [4 days or 2 days]. The content focuses on creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics – at all levels of an organization.

By participating in the Crucial Conversation program, I’ll have the opportunity to learn how to:

* Confront challenging issues with confidence
* Have healthy and respectful discussions, even when tensions are high
* Listen to others with an intent to understand
* Create psychological safety within my professional interactions

I’m confident my participation in this program will positively influence the quality of my work and workplace relationships.

Upon my return from the Crucial Conversation cohort, I will share takeaways, including those that we can implement immediately to maximize and improve our team interactions and conversations.

The cost of my participation would be $318. You can learn more about the program at [olod.arizona.edu/crucial-conversations](https://olod.arizona.edu/crucial-conversations).

Thank you for your consideration of this request. If you have any questions or would like to discuss this further, please feel free to reach out to me.

Regards,

[Your Name]