

Orahill Funding Request Templates

Updated November 2025



General Continuing Education / Manager Funding Request Letter

Subject: Request for Approval to Attend Professional Development Workshop

Dear [Manager's Name],

I'm requesting approval to attend [Course Title], a five-day experiential leadership and communication workshop developed and taught by Margot Halstead, MBA, PMP, MCC. This course offers [#] continuing education credits and focuses on actionable communication tools proven to enhance collaboration, decision-making, and leadership effectiveness.

The class directly supports our goals around improving team alignment, communication clarity, and emotional intelligence under pressure. The skills and tools are designed for immediate application—improving my ability to manage complex conversations, strengthen cross-functional collaboration, and enhance team performance.

Tuition includes all materials and course resources, and the return on investment will extend beyond my individual role as I share these techniques with our team.

Thank you for considering this request. I'm confident this training will elevate both my leadership effectiveness and our team's results.

Best regards,
[Your Name]

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SHRM-Specific (HR and People Leaders)

Subject: Request for Professional Development Support: SHRM-Accredited Course

Dear [Manager's Name],

I would like approval to attend *The People-ing Behind "Call HR"*, a SHRM-recognized program offering 36.5 PDCs. The course provides 30+ tools for improving communication, managing stress, and balancing empathy with accountability—skills essential for HR professionals who mediate conflict and influence organizational culture.

This program goes beyond theory by using interactive labs and real-world HR scenarios to strengthen emotional intelligence, composure, and conflict resolution under pressure. The outcomes align directly with SHRM's Behavioral Competencies in Leadership and Navigation, Communication, and Ethical Practice.

The training will help me model and transfer these skills within our organization—enhancing collaboration, reducing interpersonal tension, and promoting psychological safety across teams.

Thank you for supporting this opportunity for professional growth and organizational impact.

Sincerely,
[Your Name]

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PMI-Focused (for Project Managers)

Subject: Request for Approval to Attend PMI-Accredited Leadership Workshop

Dear [Manager's Name],

I'm requesting approval to enroll in *Leading Beyond the Gantt: Tools to Elevate Emotional Agility and Constructive Communication in Projects*, a PMI-authorized course offering 36.5 PDUs across the Talent Triangle.

This program equips project leaders with real-world tools to manage communication breakdowns, stress, and stakeholder misalignment—common root causes of project failure. It bridges technical project execution with human leadership dynamics, helping participants manage both process and people effectively.

The skills gained will directly strengthen our project outcomes by improving collaboration, decision-making, and composure during high-pressure moments. I'm confident the insights and frameworks will enhance my ability to lead teams with clarity, empathy, and impact.

Thank you for considering this professional development investment.

Best regards,
[Your Name]