**Cornell ILR Workshop
Emotional Intelligence: An Edge for Leaders (LD363)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Emotional Intelligence: An Edge for Leaders (LD363)**, a class offered by Cornell University’s School of Industrial and Labor Relations (ILR). I would need your approval. This course will provide me with a specialized toolkit to successfully support clients, develop leadership competencies, optimize practices, and influence business results.

Cornell’s ILR School is the preeminent educational institution in the world focused on work, employment, and labor. It provides the opportunity to gain insight from leading scholars, researchers, and practitioners. This course would be an asset to me, my team and our organization. I’m excited for the chance to bring the absolute best skills and practices back to [Company Name].

This course focuses on these key takeaways:

* Utilize EI to boost staff morale and motivation, performance, feedback, and talent retention
* Debrief the results of your EI profile and develop an action plan to enhance your EI
* Scientific findings in detecting social cues
* The combined effect of emotions and logic on judgment
* Case studies of high EI performers
* Reading others and seeing beyond what people want you to see
* Use EI to leave others with the right impression

Here’s how much it will cost for me to attend:

Program fee: $1,595

Airfare/Travel: [INSERT AMOUNT HERE IF REQUIRED]

Hotel: [DELETE IF LIVE VIRTUAL PROGRAM]

Meals: [INSERT AMOUNT HERE IF REQUIRED]

TOTAL: [X]

More information about the program can be foundon ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/ld363/emotional-intelligence-edge-leaders).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best,