**Cornell ILR Workshop  
HR Consulting Skills: Becoming a Trusted Thought Partner (HR413)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **HR Consulting Skills: Becoming a Trusted Thought Partner (HR413),** 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 Human Resources 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, which will enable me to better:

* Learn a flexible consulting model that improves diagnostic capability and enables innovation and adaptive change
* Develop the role of trusted advisor, able to "think with" not "think for" business clients
* Recognize outdated habits of thought and experiment with new solutions to complex problems
* Diagnose the root causes of problems and avoid "ready, fire, aim" solutions
* Build strong partnerships with clients that enhance their ability to find suitable solutions
* Experience a safe practice field to apply the consulting model and tools to real business issues
* Focus on small wins that create sustainable change
* Apply skills and tools to influence change within organizations, including:
  + Responding immediately to emergent opportunities for change
  + Recognizing and leveraging dynamic tensions and resistance
  + Using dialogue and inquiry to explore challenges and difficult topics
  + Fostering people's natural ability to self-organization and innovate

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

* Program fee: $1,995
* 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 found on ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/hr413/hr-consulting-skills-becoming-trusted-thought-partner?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-scheinman-professional-education-2023&utm_term=justification-letter&utm_content=text).

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

Best,