

# How to Ask the Even Higher Ups to Pay

I'm so excited you want to come to Real Leadership Live to develop your leadership brilliance. But wanting to come isn't enough; you need help with funds so I've put together these tips to help you get to the workshop.

## **Step 1: Research**

It is important that before you ask that you know as much as possible so start with research. First, you want to know your organizations current policy on learning and development.

Review your organizations Policy Manual or reach out to the Human Resources department for the current policy for external training and learning opportunities. If there is no policy, then ask your HR folks if there is any precedent or budget for external training opportunities.

You also want to be sure that you have all of the information on the workshop, including cost, curriculum, duration, deadline for registration, and, if any, travel costs. All of this information is available at [www.leadershipabq.com](http://www.leadershipabq.com) and in the Travel and Information Pack available for download on the website.

## **Step 2: Identify your learning goals**

Be clear on why you want to attend the workshop, and exactly how it will benefit you and your organization. Your boss is going to want to know, in a real and tangible way.

Think about how the workshop will help you not only be a better leader, but also be a better employee all around. You will want to share the impact the workshop will have on you, the job, and the organization.

For example, possible impacts may be:

- Learn to communicate more effectively.
- Resolve problems more quickly.
- Improve team productivity
- Accept more responsibility.
- Increase ability to adapt and adjust to change
- Expand skills to advance organization

\*NOTE: Tailor this to your own specific need. If there are areas of growth that you and your employer have identified, then highlight those.

### **Step 3: Write a proposal**

Now, take everything you have learned into a proposal to submit to your boss or HR Department. I'd suggest an email (face to face may be too much pressure), but if your organization is more formal then you might want to submit a formal written proposal electronically or turn in a hard copy. You decide!

Your proposal should include:

1. A summary of the workshop and why you want to attend; specify learning outcomes and the impact on you, your job, and the organization.
2. The workshop details cost, curriculum, duration, deadline for registration.
3. Up-front fees and any other related expenses (i.e. travel, food, etc.). If you are able to minimize the costs, let them know, like getting a discount from a scholarship or group discount, or saving money by staying with a friend, using points, or booking cheaper accommodations.
4. Your willingness and plan to share what you've learned with others for the benefit of the organization.
5. And conclude with appreciation and let them know you are available to answer any follow-up questions.

### **TIPS:**

If the first response is no, don't give up. Start a conversation and ask questions. If you are able to identify the reason behind the "no", you will be better equipped to get around it.

If they say yes, be sure to thank "the powers that be" before and after the workshop. After the workshop, be sure to touch base immediately and share what you learned.