Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to attend the Women’s Career Mastery Program. It takes place on **INSERT DATE(S) HERE**. I have reviewed the abstract and objectives included below and feel the return on investment would be a major benefit for me and the organization. The program directly aligns with the priorities of our department **[Insert your priorities here].**

Your Clear Next Step is a reputable training and coaching company in the Indianola, Iowa area. They offer relevant training and coaching virtually and in-person on a variety of topics, including career coaching. Your Clear Next Step has been providing emotionally intelligent training and coaching for over 15 years. Their mission is to help people have better workdays so that they can co-create better communities.

In today's global workforce, women comprise 47.7%, yet they continue to face numerous challenges that hinder their career progression. A significant portion of these women, approximately 72%, experiences work/life balance conflicts, while 42% report feelings of burnout. Even more concerning, one in three women contemplate leaving the workforce or downshifting their careers. These trends not only negatively impact individual employees but also pose retention challenges for organizations. Mid-career women often struggle to find comprehensive support within their workplaces, leading many to seek opportunities outside their current organizations. This loss of talent due to a lack of effective support programs harms company growth and diversity initiatives, making a significant case for addressing these challenges.

*Source: 2022 McKinsey article, “The State of Burnout for Women in the Workplace”* [*https://www.mckinsey.com/featured-insights/diversity-and-inclusion/the-state-of-burnout-for-women-in-the-workplace*](https://www.mckinsey.com/featured-insights/diversity-and-inclusion/the-state-of-burnout-for-women-in-the-workplace)

The Women's Career Mastery Program offers a comprehensive solution to the challenges faced by mid-level career women, like me. This six-month career leadership initiative is designed to empower women, equip them with essential skills, and provide the necessary support to navigate workplace complexities. Unlike traditional training programs, this approach combines learning, coaching, and a supportive community that fosters growth.

Program Highlights:

1. **Unique Approach**: The program doesn't just offer training; it facilitates a supportive cohort environment where participants learn from each other, enhancing their growth experience.
2. **Growth Mindset**: Participants develop a growth mindset, aligning their strengths, values, and aspirations with their career goals.
3. **Leadership Skills**: Essential leadership skills, such as communication, negotiation, and conflict resolution, are cultivated, enabling career advancement.
4. **Network Expansion**: Participants build a network of like-minded professionals, fostering relationships crucial for career growth and success.
5. **Obstacle Navigation**: Strategies to overcome common career obstacles are provided, empowering women to navigate complexities more effectively.
6. **Confidence Building**: Enhanced confidence and self-efficacy empower participants to embrace challenges and seize opportunities.
7. **Personalized Coaching**: Individualized coaching and feedback help participants overcome barriers and progress toward their goals.
8. **Well-being Enhancement**: The program improves overall well-being, contributing to job satisfaction, work-life balance, and mental health.

I can apply these things in specific ways by…**[Fill in how you will be able to apply the objectives of the course].**

By approving my enrollment in the Women's Career Mastery Program, **[INSERT ORGANIZATION NAME]** can expect the following results:

1. **Increased Engagement and Retention**: Demonstrating a commitment to employee growth through this program can enhance engagement and retention rates.
2. **Attract Top Talent**: Position your company as an attractive destination for top female talent by fostering an inclusive work culture that values growth.
3. **Diversity, Equity, and Inclusion**: Reinforce your commitment to diversity, equity, and inclusion, creating a more supportive and diverse work environment.
4. **Reduced Turnover Costs**: Improved retention reduces turnover costs, and managers spend less time on employee career development due to empowered employees.
5. **Recognition and Reputation**: Gain recognition as a company that supports women's careers and prioritizes gender equity in the workplace.

I am seeking approval for the registration fee. Please find the updated cost and abstract for the course online here: <https://www.yourclearnextstep.com/product/womens-career-mastery-special-offer/>

The Women's Career Mastery Program is more than just a training initiative; it's a transformative experience that empowers mid-level career women, elevates business outcomes, and supports a more diverse and inclusive workplace.

By my active participation in this program, our organization demonstrates a commitment to the growth and success of female employees, fostering engagement, retention, and overall company growth.

Please accept this proposal to attend this program, as I’m confident in the significant return we will receive for the investment.

Thank you for your consideration,

**[Insert Your Name]**