

## Note

Replace the “Dear **[Manager Name]**” and “Kind regards, **[Employee Name]**” place holders with actual details and then copy and paste the email and send it for approval.

## Email Subject: Training Approval Request

Dear [Manager Name],

I would like to request approval to attend **The Senior Executive Assistant Masterclass**, a 5-day intensive programme designed specifically for Executive Assistants supporting senior leadership and C-suite executives.

This programme directly aligns with the evolving demands of my role and the organisation’s priorities around **productivity, operational efficiency, and AI capability**.

## Why This Programme Is Relevant to My Role

The Executive Assistant role has shifted significantly in recent years, with increased expectations around:

- Supporting executive decision-making
- Managing complex operations (meetings, travel, stakeholders)
- Leveraging AI and digital tools to improve efficiency

This masterclass is built specifically to address these areas through **practical, real-world application**, not theory.

## Key Value to the Organisation

Based on the programme outcomes, the expected benefits include:

### 1. Improved Operational Efficiency

- Faster turnaround times across administrative and coordination tasks
- Reduced bottlenecks in scheduling, meetings, and workflows

### 2. Higher-Quality Executive Support

- More professional, executive-ready communication
- Improved stakeholder management and reduced follow-up cycles

### 3. Stronger Decision Support

- Better structured reports, briefings, and summaries
- Faster access to relevant, high-quality information for leadership

### 4. AI-Driven Productivity Gains

- Ability to automate repetitive tasks using tools like ChatGPT and Power Automate
- Reduction in manual workload and increased output without additional headcount

## 5. Immediate Application

- The programme includes simulations, live tool builds, and a **30-day action plan** to ensure direct implementation back in the office

## Programme Overview

- Duration: 5 Days (In-Person)
- Focus Areas:
  - Executive communication and stakeholder management
  - Board meetings, travel, and operational execution
  - AI tools, automation, and digital workflows
  - Project management and executive-level judgment
- Format: Highly practical with simulations, case studies, and hands-on exercises

## Business Justification

This programme is designed to deliver measurable outcomes aligned to organisational priorities:

- Increased productivity and efficiency
- Enhanced capability to support senior leadership
- Adoption of AI tools to modernise workflows

## Proposed Next Steps

If approved, I will:

- Share key learnings with the team
- Implement identified improvements within 30 days
- Apply tools and systems developed during the programme to improve our current processes

I believe this programme will significantly enhance my ability to support you and the broader organisation at a higher strategic level.

Please let me know if you would like me to share the full brochure or discuss this further.

Kind regards,

[Employee Name]