

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 5-day AI-Powered Administrative Management Masterclass taking place on 24 to 28 August 2026 at The Capital On Park Hotel in Johannesburg, South Africa and on 7 to 11 September 2026 at Lemigo Hotel in Kigali, Rwanda **as per the attached brochure.**

This programme is designed specifically for administrative professionals and focuses on improving productivity, communication, and efficiency using modern tools and practical workplace techniques.

Why This Training Is Important for My Role

By attending this programme, I will be able to:

- Reduce time spent on repetitive administrative tasks
- Improve the quality and professionalism of communication
- Manage scheduling, reporting, and coordination more efficiently
- Use tools like ChatGPT to streamline daily work
- Provide more effective support to the team and leadership

Expected Benefit to the Team

- Faster turnaround times on tasks
- Improved communication and fewer revisions
- Better organisation and coordination
- Increased efficiency in daily operations

Expected Outcomes for the Organisation

Productivity Gains

- Up to **80% reduction in document creation time**
- Faster completion of routine administrative tasks

Improved Communication

- Clear, professional, and executive-ready outputs
- Reduced back-and-forth and errors

Operational Efficiency

- Better scheduling and coordination
- Reduced inefficiencies and delays

Enhanced Support to Leadership

- Faster access to structured information
- Improved reporting and decision support

Return on Investment

Participants are equipped to:

- Save time daily
- Reduce manual workload
- Improve output quality

Participants also leave with tools to **track and report time savings**, making the impact measurable.

I believe this training will significantly improve my performance and contribution to the team and management.

Kind regards,

[Employee Name]