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Before communicating this workshop to your manager, here are a few tips you might like to read to put yourself in the best position to get a positive response:

Ask at the right time:

When is the right time to ask? The truth is that in these cases it feels like there is never a great time, there are times where in the heat of deadlines, you simply can't. Here are a few cues that could help you pick the right moment:

- When your superiors are close to taking a holiday break
- After completing a successful project or solving a problematic deal.
- When your team has managed a few consecutive small wins.
- Off peak times are always best
- Consider your boss' personality in how you want to first mention the workshop, perhaps an informal talk over a coffee works best or if they are time sensitive, schedule a 15 minute calendar event to plan the week ahead and then bring the time in the meeting to bring it up.

Outline the benefits to your superior

There are several benefits you can mention to your superior that aides them:

- Build a business case out of the training- is there a big negotiation coming up? This training can give you the foundation to plan and prepare for the meeting.
- Less time for supervision and micro-management during negotiations
- The templates and follow-up articles and videos may be useful to the whole team.

Plan the workflow ahead

Knowing you will be absent during this period, plan a detailed account of how your work will be handled during this period, the more you plan ahead, the less reason your boss has to reject you and worry about your absence. Then, upon your return, set up a 30 minute meeting to outline your learning from the meeting, showcasing your initiative to follow up with the team post-workshop.

Dear {INSERT MANAGERS NAME HERE},

RE: Advanced Negotiation Workshop for Procurement Professionals

I'd like to discuss a training opportunity that will give me the tools and frameworks to add value to the team and our company. I'm aware of budgetary constraints, however I strongly believe the workshop will add value over 10 times more than the price of its ticket.

The 2-day negotiation workshop is taking place at the Starling Hotel in Geneva from the 23rd to the 24th of January 2019. It's an event that I believe will boost my productivity and efficiencies even more, as well as being a great opportunity to unlock a new level of negotiation aptitude that I aspire to achieve.

To outline a few other reasons why I want to attend:

- i. The trainer is a former Procurement executive is now teaching at all the top European Business Schools (HEC Paris, INSEAD, Oxford, St Gallen, IMD, ...)
- ii. There will be 4 very senior negotiation experts (CPO, CIO, VP Sales, Procurement Director) as guest speakers and negotiation coaches
- iii. The opportunities to meet and interact directly with the procurement experts and participants. A great opportunity to pick their brains and gain new insights to benefit our organisation.
- iv. Upskilling in verbal and non-verbal communication, hard bargaining techniques, negotiating in single source supply, multiple equivalent simultaneous offers and other areas that will inspire us create innovative and attractive solutions and propositions to reach a favourable end-result.
- v. Multiple role play scenarios with personal feedback from experts as well as access to 6 webinars to continue the negotiation learning after the workshop.

You can find more about the program through this link: <http://bit.ly/Adv-Neg2019>

I think it would be a great opportunity upskill in an area that has the potential to strengthen our ability to deliver value to the company.

Thank you in advance,

Sincerely,

{YOUR NAME HERE}