



Margot Halstead
703.850.8706 | sayit@margothalstead.com

Dear [Manager's Name],

I am requesting approval and financial support to attend a professional development course with Margot Halstead / Orahill focused on leadership communication, self-awareness, and practical tools for real conversations under pressure.

This course is designed to strengthen how participants recognize and respond to the thinking patterns that shape communication before they speak. The work goes beyond theory by giving participants practical tools they can use in difficult conversations, stakeholder discussions, coaching moments, team meetings, and situations where clarity, accountability, and composure matter.

The course is especially relevant to my role because it supports stronger communication, better judgment in the moment, and more constructive conversations across teams. Participants practice ways to recognize assumptions, interrupt unproductive patterns, stay engaged when conversations shift, and choose language that keeps the conversation moving forward.

Course Details	
Course Title: [Insert course title]	
Course Description: [Insert course description from website or use a shortened version]	
Instructor and Company: Margot Halstead, MCC, PMP, MBA – Orahill, LLC	
Dates/Duration: [Insert date and duration]	
Format: [Virtual / In-person / Live webinar]	





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Professional Credit: [Insert SHRM PDCs, PMI PDUs, ICF CCEs, or other applicable credit information]	
Cost: [Insert course cost]	
Payment Method: [Credit card / purchase order / reimbursement / other]	
Course Link: [Insert course link]	

I believe this course will directly support my effectiveness by strengthening my ability to communicate with greater clarity, stay grounded in challenging conversations, and contribute to healthier, more productive discussions. I also plan to share relevant takeaways with the team so the value extends beyond my individual participation.

Thank you for considering this professional development request.

Sincerely,

[Your Name]





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For electronic submission boxes, I would use one of these depending on your audience.

General Professional Development Version

This course strengthens leadership communication by giving participants practical tools to recognize the thinking patterns shaping conversations before they speak. Participants practice ways to interrupt unproductive habits, stay clear under pressure, and choose language that supports more constructive conversations, stronger collaboration, and better outcomes.

SHRM / PMI / ICF Version

This accredited professional development course supports stronger communication, leadership effectiveness, and real-time self-awareness. Participants practice tools for recognizing assumptions, managing difficult conversations, staying engaged when communication shifts, and choosing responses that improve clarity, accountability, trust, and collaboration.

