***Dear [manager’s name]***

As you know, my job regularly requires me to engage with stakeholders and many of our projects rely on their participation and support. However, I know that there are certain skills required to effectively run larger stakeholder events which I don’t feel fully confident in. When I heard about the Good Practice Stakeholder Participation course, I therefore thought it would be a great opportunity for both me and the organisation.

As a quick overview, the three-day course covers…

* Facilitation skills
* Good process design
* Understanding the situation
* Encouraging cooperative behaviour
* Principled negotiation and consensus building
* Dealing with challenging behaviour
* Workshop techniques

You can see more on their website, https://dialoguematters.co.uk/our-courses/.

The cost for the course would be…

* Course fee: £597 plus VAT **[for public service and academia, or £775 corporate rate]**
* Delegate fee for accommodation and meals: £425 plus VAT
* Travel to Wye in Kent: **[insert cost]**

Total = **[insert total]**

After the course I will share what I’ve learned with the team, and I will be able to conduct more effective stakeholder participation events!

Thank you for considering my request.

Yours sincerely

**[your name]**