

Ask Your Manager: Email Template

Keen to register for an IPAA NSW essentials course as part of your personal development but not sure how to ask your manager for support? Here's a message below you can copy and personalise to start the conversation. Good luck!

Subject: Request to Attend IPAA NSW Course – [Course Name]

Hi [Manager's Name],

I'm interested in attending the upcoming IPAA NSW course **[Course Name]** on **[Date]**.

The course focuses on **[insert short list of what you will learn or key learning outcomes from the course page]**, which I believe would support my current role and professional development goals.

IPAA NSW courses are designed specifically for government professionals, with a focus on real-world application. I see this as a valuable learning opportunity that would also contribute to our team's broader capability goals.

You can view the course details here: **[Insert course link]**.

The course is available at a discounted Affiliate Member rate of [insert price], which I'm eligible for. Payment can be made via PCard or invoice, if approved.

Thanks for considering this request.

Kind regards,
[Your Name]