Dear (Supervisor),

As you know, our Transportation Community is experiencing a surge in work while also dealing with retaining our top talent. Gallup found that more than half of employees (51%) are actively looking for new opportunities or watching for job openings. The same research shows that the majority of employees cite having a “poor manager” or “poor relationship with manager” as their rationale for searching.

For [company name] to be successful, we need skilled managers to lead our projects, motivate our staff, and work with our clients. I want to be one of those skilled managers and be a leader who will help ensure our future success.

The Institute of Transportation Engineers (ITE) has an excellent program, *Leadership*ITE (LITE) that is designed by transportation professionals specifically *for* transportation professionals. I am asking for your support in applying for this program.

Here are a few benefits of LITE:

* Skills from the classes are applied *immediately* at work as part of the homework for the program.
* Every element of LITE is designed for enhanced retention and long-term application.
* The content is neuroscience and research based.
* Sessions are developed and taught by a transportation professional, Shelley Row, PE, CSP, one of eight engineers who is also a Certified Speaking Professional.

Technical skills are part of the equation to being successful and I believe leadership skills are just as important if not more. The LITE program can improve foundational skills such as self-awareness, relationship building, and interpersonal communication which are critical to support management and leadership skills. The program also includes advanced topics such as delegation, having difficult discussions, change management, memorable presentations, and decision-making. I have attached a draft syllabus for this year so you can see the current topics being discussed.

I am sure you are interested in the time and cost associated with LITE.

* **Time**. The LITE program is a hybrid design which balances in person and virtual interactions. The first session is in-person immediately prior to TRB in Washington, DC. The last session is prior to the ITE Annual Meeting. All other sessions are virtual interactive workshops. This reduces travel costs and time away from the office.
* **Cost.** The cost of LITE is partially subsidized by ITE. Each participant who is accepted pays a tuition of $3500 (not including travel). LITE provides all materials plus registration at the ITE Annual Meeting.

To help offset this cost, I am contacting our ITE Section and District to inquire about LITE scholarships.

My goal is to be part of our (company name) future as a productive and effective staff member. I am willing to exert personal initiative to achieve this. With your support, I am excited for the opportunity to grow my management skills and, in turn, help lead our organization into the future.

Thank you for considering this request.

Sincerely,

(your name)