

Subject: Professional Development Request: BuildHER Conference

Hi **[Manager Name]**,

I would like to request approval to attend *BuildHER: Building Bolder Foundations*, a professional development conference focused on strengthening leadership, communication, professional relationships, and career development.

Date: Friday, November 13, 2026

Time: 8:00 AM–12:30 PM

Location: The Dubois Center at UNC Charlotte Center City

Registration: [Current Registration Fee]

Conference Information & Registration: <https://professional.charlotte.edu/buildher/>

HR professionals and people leaders play a unique role in shaping both the employee experience and the effectiveness of an organization. Our work requires us to communicate across levels, build trust, navigate difficult conversations, influence without always having direct authority, develop talent, and help employees and teams successfully adapt to change. BuildHER directly supports these capabilities through interactive sessions, purposeful networking, and candid conversations with experienced leaders from across the Charlotte region.

The conference also provides an opportunity to learn alongside professionals from different industries and organizations. For someone working in HR or people leadership, that broader perspective can be particularly valuable. Understanding how other leaders approach communication, career development, workplace challenges, and organizational change can provide ideas that support not only my own growth, but also how I develop and support others.

These topics have direct application to my work in **[your department/role]**. Attending BuildHER would help me:

- Strengthen my ability to communicate with confidence and credibility across different levels of the organization, including during challenging or sensitive conversations.
- Build strategic professional relationships that can expand my perspective and introduce new approaches to talent development, employee engagement, and workplace challenges.
- Develop strategies for influencing outcomes, advocating for employees and organizational needs, and gaining support for people-focused initiatives.
- Learn from experienced leaders about navigating organizational change, career transitions, leadership challenges, and increasing levels of responsibility.
- Gain insight into the leadership experiences and development needs of women at different stages of their careers, which can inform how I support and develop others.

- Bring practical ideas and leadership strategies back to my organization that can strengthen communication, collaboration, employee development, and the overall employee experience.

Following the conference, I plan to bring key takeaways back to my work and identify strategies I can immediately apply to my own leadership practice as well as opportunities to incorporate relevant insights into how we support and develop our people.

Thank you for considering my request and for supporting my continued professional development,

[Your Name]