

**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 practical leadership, communication, and building stronger professional relationships.

**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/>

Working in higher education requires collaboration across departments, disciplines, and levels of leadership, often while balancing institutional priorities, student needs, and ongoing change. Whether leading a team, managing a program, serving students, or contributing to campus initiatives, our ability to communicate effectively, build relationships, and influence others is essential. BuildHER offers an opportunity to intentionally strengthen these skills while learning from experienced women leaders from across the Charlotte region.

The conference has several areas that connect directly to my work in **[your department/role]**, including:

- Communicating ideas and recommendations with greater confidence and authority, particularly when working across departments or with institutional leadership.
- Building strategic professional relationships that can strengthen cross-campus collaboration, expand my network, and create opportunities for shared problem-solving.
- Developing strategies for advocating for programs, resources, students, and initiatives while gaining support from a variety of stakeholders.
- Strengthening my ability to lead through influence, including in committees, project teams, and initiatives where leadership may not come with formal authority.
- Learning from experienced leaders about navigating organizational change, career transitions, difficult conversations, and professional growth.

I am particularly interested in the opportunity to learn alongside professionals outside of higher education and bring new perspectives back to my work. Following the conference, I plan to identify practical strategies I can apply immediately and share relevant takeaways and resources with my colleagues.

Thank you for considering my request and for supporting opportunities that allow me to continue growing professionally while contributing more effectively to our department and institution.

Thank you,

**[Your Name]**