



How Do I Convince My Boss?

Here are some simple steps you can take to help you prepare your request:

Step 1: Familiarize yourself with the agenda and a speaker.

Before you discuss the conference with your boss, you'll want to be sure you've thoroughly explored the Workshop agenda and speakers.

Familiarize yourself with all the options available and start thinking about which workshops align best with your organization's objectives and aspirations. Ask yourself: what are our short-term and long-term goals? Then, determine which workshops are likely to contribute to these goals.

Step 2: Create a sample agenda with a list of workshops you'd like to attend.

Create an outline of your selections with a brief justification for each choice. In your justifications, be specific.

Here's an example we came up with for one of our past events:

You could say something like "Attending the "Taking Measurable Actions for Health Equity" session aligns with our department's goal to reduce health disparities in our community. As a participant in this session, I will engage in small group experiential learning and learn how the Results Based Accountability performance improvement framework can be applied as a simple method for helping organizations and programs to move from talk to measurable actions to create health equity. The method presented has been used by the professionals around the world who are experiencing the kinds of improvements we'd like to make."

For more information please email: komal@blendtolearn.com

Step 3: Outline your top three reasons for attending.

You will want to explain to your boss as succinctly as possible why these workshops are unique and why it is worth attending. Here are some examples to help them justify attendance:

1. Storytelling is one of the most effective approaches in eLearning. This workshop will help to enhance my creative skills so I can develop content on complex scenarios in Vyond/Goanimate.
2. You will gain practical skills and learn proven Instructional design models and methodologies for improving your performance. To deliver on your organization's mission, you must ensure you are using the most strategic tools that are proven to get results. At eLearning workshops in Dubai/Saudi Arabia, you will learn from other health sector leaders who are using Results-Based Accountability to improve the quality of their programs and services. Attending these workshops will provide you with skills, knowledge, and methods to move your training forward.
3. Learning from real success stories means you will save time and money trying to figure out what works. Many organizations waste time going through a lot of trial and error before discovering the formula to success. Good workshops, like this one, will challenge your current way of thinking, but will also provide you with actionable advice and takeaways.
4. This is a networking opportunity you can't miss. Some of the country's top public health, accountability, performance improvement, and collaboration experts will be at eLearning Workshops in Dubai/Saudi Arabia. You will have the opportunity to interact with leaders in your field, learn from each other's challenges and successes, and create lasting connections.

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Step 4: Send a formal request letter to your boss (if required).

A good request letter contains all the necessary information your boss needs to make an informed decision:

- You should be upfront in your introduction and state your top three reasons for attending.
- You should articulate how the event will benefit you, your organization, and any relevant initiatives.
- Consider including a few workshops you'd like to attend and the speaker you will be interacting with.
- You should also include an estimated cost breakdown. (how much do you need for travel, meals, lodging?. This will provide you with a negotiating tool; your boss may be willing to send you if you can find a way to reduce meal or lodging costs.)

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