



# EMPLOYER SPONSORSHIP

**1**

## DO YOUR RESEARCH

Know your organization's policy on paying for external programs.

**2**

## DEVELOP YOUR REQUEST MATERIALS

Personalize our template letter to explain how the program connects to your development.

**3**

## COLLECT SUPPORTING MATERIALS

Include a copy of the program overview.

**4**

## MEET WITH YOUR MANAGER

Be prepared to explain how the program fits into your career plan and how it will help you now too!

## EMERGING LEADERS ACADEMY

[www.expsuccess.com/emergingleaders](http://www.expsuccess.com/emergingleaders)  
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