Subject line:

Request to attend Predictive Index Training

Email language:

Dear [TRAINING APPROVER],

I would like to enroll in the Predictive Index Training at ADVISA for my leadership development this year. This one-day program in Carmel, Indiana, equips participants to use data for enhancing self-awareness, self-management, and positive engagement. Attendees will learn to apply Predictive Index data to boost employee engagement by understanding motivations and leveraging actionable insights.

The cohort is scheduled for [DATES/TIMES] and costs $1,700. Notably, 98% of ADVISA participants report becoming more effective leaders. ADVISA’s expertise in cultivating thriving work cultures can also benefit our organization.

May I have approval to attend this training? Please let me know next steps.

Thank you,  
[NAME]