**Justification Letter for Rotman’s High Potential Leadership program**

[insert date]

Dear [insert supervisor name here],

As part of my professional development, I would like your approval to attend a Rotman School of Management executive education course called **High Potential Leadership**. This eight-day live virtual program will provide me with the frameworks and training I need to develop and excel in my current role, including inclusive leadership, strategy, power and influence and leading change, which we can immediately apply here at [your organization’s name or department].

Rotman Executive Programs is a leading executive education provider, and their faculty have a wealth of industry experience to ensure that what I learn is practical and relevant to our business challenges.

Some of the key takeaways of **High Potential Leadership** are:

* navigating conflicting demands
* translating strategic intent into organizational action
* driving sustainable change across the organization
* practicing core negotiation and communication skills
* creating an inclusive environment for teamwork and collaboration
* and developing an action plan to succeed as a leader within the organization.

After completing the program, I will share what I’ve learned with the rest of the team and build a plan for implementing the new ideas I’ve generated while in class.

I’ve broken out the costs for you to review:

* **Program fee including HST**: $4,950 CAD + HST.

The total is [add up your above numbers]. If you’d like more information about the program, visit the [program page here.](https://www.rotman.utoronto.ca/ProfessionalDevelopment/Executive-Programs/Programs-Individuals/High-Potential)

Thank you for continuing to support me in my career at [Company name].

[your name here]