

Dear _____,

In my career at _____, I constantly seek ways to become a more productive, thoughtful and impactful team member. As a firm believer in continuous learning, I've identified a valuable opportunity to enhance my skills through professional education. This aligns with my career growth goals and promises to significantly boost my contributions to our organization's success.

The **Certificate in Coaching and Empowering Teams** offered by Villanova University's College of Professional Studies is designed to help leaders unlock the full potential of their teams. The program blends modern work practices, inclusive leadership and coaching mindsets to foster trust, psychological safety and shared ownership. Upon completion of the program, I will have deepened my understanding and practical skills in the following areas:

- Building empowered, self-organizing teams through Agile principles and practices
- Developing and leading highly effective teams across traditional, virtual and hybrid environments
- Coaching team members for growth, autonomy and resilience through facilitation, active listening and feedback

I'm excited to leverage these skills to drive stronger collaboration, adaptability and performance within our organization. Effective team empowerment and coaching strategies have been shown to:

- Increase employee engagement and morale
- Improve communication, collaboration and trust across teams
- Enhance adaptability and resilience in times of change
- Drive continuous improvement and innovation
- Strengthen overall organizational effectiveness and results

Investment: I am requesting _____'s financial support to cover my program tuition. **The Certificate in Coaching and Empowering Teams** is 18 weeks long and costs \$_____. The 100% online and flexible format allows me to continue professional development without disrupting my current commitments.

Return on Investment: Once I have completed this certificate program, Villanova University will issue a certificate and micro-credential as a digital badge. These credentials will serve as a tangible and credible acknowledgment of my increased skill set, enhancing our organization's reputation for employing highly skilled professionals.

I appreciate your consideration of my request and look forward to discussing how this opportunity can benefit my professional growth and our organization's success.

Sincerely,
