Dear <Insert Manager’s Name>:

I am requesting your approval to attend the Recreation and Aquatics Management Program (RAMP) from Sunday 8 November to Thursday 12 November 2020 at Silverwater Resort in San Remo Victoria.

**Purpose** – to develop my leadership and professional management skills

**Background** – <refer to your organisations’ policy on training>. **RAMP** has been developed specifically for the aquatic and recreation industry by Aquatics and Recreation Victoria (ARV), Bon Leisure and Victoria University. The course will provide participants with the skills and knowledge to better deliver quality aquatic and recreation services. Participants will learn and interact with industry experts and will also network with peers in the industry. A constant exchange of ideas and problem solving is expected in the class, during group work and even social functions.

**Details** – The program is delivered over four days, from Sunday 8 November 2020 to Wednesday 11 November 2019. This is an intense program with the learning commencing upon arrival on Sunday and continuing through to the departure on Thursday morning. The schedule allows for personal wellbeing time whilst also having time to deal with any issues back in the office.

Concepts covered in “Leadership Excellence” include:

* Self-awareness
* Building Business Acumen
* Marketing
* Customer Experience & Programming
* Reflective Practice
* Working with People
* Strategy and Leadership
* Building Organisational Culture
* Communication
* Business Agility

**Benefits/Outcomes** – The biggest difference between **RAMP** and other professional development opportunities is that they think differently. In my research, **RAMP** won’t hand us a one-size-fits-all answer. They don’t tell us what to do. Instead, they’ll show us what works for the most successful facilities. So, we can evaluate and then adapt and apply what’s appropriate for us to enhance our operational and customer excellence. I will be learning from industry leader’s including instructors from across Australia and Europe. The course is designed so I will be able to apply my learning directly to the management of our facility

Here are a few other reasons how I will benefit from attending:

1. Exclusive access to industry experts from Australia and Europe. Peer discussions will allow me to hear, firsthand, about best practices in action and build broad networks across the industry.
2. The course has been developed by Bon Education with support from ARV and Victoria University.
3. The courses are small groups of professionals like me from a variety of facilities so I can actively brainstorm and network.
4. Following completion of the Enhanced and Tactical Leadership program I will qualify for credit towards a Victoria University postgraduate qualification.
5. I’ll get an understanding of what defines leadership by leaders in the aquatics and recreation industry both in Australia and Europe whilst also hearing from topic experts from other industries.
6. I’ll be able to provide insights into the importance of aligning values and vision within our team and organisation.
7. Completion of a workplace project dealing with specific issues such as <insert issues>.

**Costs**

Approximate breakdown of costs for me to attend:

Transport / Airfare: $<Insert Amount>

Course: $4,950

**Total: $<Insert Total>**

Prices are ex gst.

Upon my return from **RAMP**, I will share key learnings, including those that we can implement immediately to begin enhancing our own approach to aquatic and recreation management and leadership.

**Recommendation** – Can we please discuss by <insert date> to include the cost in our 2020/21 budget.

I’d appreciate your timely approval. If you have any questions about this course, please let me know.

Thanks for your consideration!

Kind regards,

<Insert Name>