



www.eeoc.gov/training-institute

2023 EXCEL Training Conference
July 30 - August 2, 2023
Washington, DC

Date:

To: _____

I'm writing to ask for approval to attend the 2023 EXCEL Training Conference on July 30 through August 2, 2023 in Washington, DC.

This training conference is a great opportunity to:

- * Earn CLE credits for attorneys and satisfy recertification requirements for the 8-hour Counselor and Investigator Refresher.
- * Network and collaborate with the EEO, HR and ADR practitioners to learn best practices and trends, new twists on old ideas and practices.
- * Hear from speakers and trainers -- EEO professionals, industry consultants and suppliers in the federal and public sectors.

The sessions and workshops at this conference will allow me to:

- * Strengthen my understanding of how to develop new _____ strategies to have a positive impact on _____.
- * Assess opportunities for _____
_____ to enhance _____ in the workplace and heightens _____ awareness.
- * Learn how other federal agencies and private organizations are modernizing to meet _____ and expectations.
- * Build analytics skills to improve _____ strategies and outcomes for _____.

Attending the EXCEL Conference will help me gain new knowledge, enabling me to deliver better results on the _____ project. I can share the major takeaways and lessons I learned to key personnel to improve new strategies.

Thank you for taking the time to review this request, and I'm looking forward to hearing from you.

Best,

Name

Title