

Subject heading: Training Request

Hi <<Executive's name>>

Over the last few months, I've been receiving marketing communications about a conference for Assistants taking place in London in May 2020. They have decided to move the conference online this year and I would like to watch the content while I am working from home.

Here are the details:

Event name: The Future Assistant European Online Summit
Date: Wednesday 6th and Thursday 7th May 2020
Time: 9.00am - 5.00pm
Location: ONLINE
Registration fee: £265 +VAT (for one day VIP pass) or £445 +VAT (for two days VIP pass) / £75 + VAT (for one day standard pass) or £125 + VAT(for two day standard pass)

The online summit has been organised by Practically Perfect PA, which is a website founded by Assistants that I regularly turn to for advice and guidance.

They understand the role, the challenges and the skills required to be a successful Assistant and I believe the content at the online Summit will positively support my role.

On the online programme, they have a mix of professional coaches and trainers as well as a great variety of assistants.

I believe I will learn a lot from the speakers.

The sessions cover six broad areas:

- Improving relationships with your Executive
- Future-proofing your career
- Becoming a true Strategic Partner
- Dealing with an overwhelming workload
- Improving relationships with members of the team
- Gaining reward and recognition

I believe the investment in my attending the online summit will:

- Improve my performance and productivity.
- Make me an even better administrative professional.
- Boost my knowledge, skills and productivity.
- Inspire me to bring new ways of working and fresh ideas to my role.

- Help me keep on top of my personal and professional development while we are working from home and remotely.

For these reasons, attending the two day online Summit will benefit my personal development and the work that I do every day.

The conference is very good value compared to other events for Assistants and I hope you can see that the investment is worthwhile.

Kind regards,

<<Assistant's name>>