

Dear [Manager's Name]-

I'd like to attend the HR and Organizational Performance workshop held in W Doha on 07 & 08 May 2018 and hope you will approve this request.

The workshop is two days of intensive, hands-on learning which will cover important topics such as strategic alignment, performance, employee experience, culture and organizational capability. The total integration of these topics will translate to better organization performance and the achievement of strategic objectives.

Here are some notable aspects of the workshop:

- This is a workshop designed to share practical ideas on improving employee experience and enhancing organizational performance.
- The importance of organization culture is discussed at length. The workshop will look at different elements that support the intended culture in line with the values and processes that support it.
- Organizational capability in terms of business continuity and competitive advantage is another key topic that will be explored.
- HR & Organizational strategic alignment will lead to the implementation of better HR programs that support the achievement of intended objectives.

I have attached a brochure that provides additional information on the topic. Look forward to receiving your approval to attend the workshop.

Thanks,

[Your Name]