Dear [supervisor’s name],

I’d like to request approval to attend ACerS Targeted Learning Workshop, Lean Essentials Boot Camp Basics for Manufacturing Workshop, at the Sheraton Cleveland Airport in Cleveland, Ohio April 24, 2017.

**Here’s what it’s all about**

This course provides the foundations and ideology behind Lean methods and how they integrate with organizations to achieve process improvement. Upon completion of this course, I will have a firm understanding of what Lean is and how it can benefit organizations.

I will benefit the highly focused learning in a small class setting. Samantha Kaplan and Tom Fazekas, the instructors, bring their decades of quality and environmental health and safety experience to the classroom. Kaplan is a quality professional that consults to improve performance, facilitate learning, and develop effective and efficient leaders. As a trainer, Fazekas emphasizes the practical application of continual improvement tools and techniques (ISO, Problem solving, Lean, Six Sigma).

On breaks, I’ll have the chance to network and share ideas with manufacturers, engineers, and managers from across the country. We’re always exploring opportunities to reduce waste and improve process efficiency – and this workshop will help us do just that.

**Here’s what I’ll learn**

In-depth sessions on lean principles, the Kaizen event, identifying eight wastes, current value stream mapping, the 5S technique, visual management, standard work error proofing, changeover reduction, and more!

Specifically, I’ll be able to apply what I learn to the following projects:

· [Enter project here]

· [Enter project here]

· [Enter project here]

**Here’s what it costs**

Super early bird ticket: [enter registration cost here]

Travel & hotel: [enter travel cost here]

Total: [enter total cost here]

The super early bird rate is only available until April 7, 2017 and the discounted hotel rate is first come, first served, so we’ll get a better deal the sooner I can register.

Thanks for considering my request!

[Enter name]