

# Your Brilliant Career

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## A GUIDE TO ASKING FOR APPROVAL

You've done your research. You want to join RISE so you can acquire the skills and confidence to step up in your career. The next step is to ask your boss to support you AND get approval for the investment.

How do you do this? Or perhaps a better question...**how do you do this well?** Moments like this represent an opportunity for you to shine. It's a chance for you to be articulate, clear, and compelling. Even if they say no (and I don't think they will if you apply my tips!), you will leave no doubt in their mind that you are someone that is to be taken seriously.

To do this, we need to demonstrate your value and the benefits back to the organisation. An important part of your role in the discussion is to convince your boss that 'investing in you' will yield a return and all in all, is a great idea!

Below are my top seven tips for preparing for this discussion. On the next page, I provide the wording that you could use to prepare for your conversation with your boss. Read over both carefully. To successfully present to your boss or anyone above you requires preparation and a considered approach. Remember, it is an opportunity to showcase your business acumen, professionalism, and readiness.

## SEVEN TIPS FOR PREPARING

- 1 Provide clear examples
- 2 Demonstrate specific benefits back to the organisation
- 3 Make the business benefits compelling but be conversational
- 4 Link it back to your development goals
- 5 Sound confident and natural
- 6 Tell a story that includes a very clear ask
- 7 Provide the information your manager will be curious to know

## CONVERSATION OUTLINE

I know as a leader, you are committed to the development of everyone in the team. This is very important to me because I want to progress and add value here at (insert company).

As a business, we are focussed on achieving (insert primary business objective, what your manager places value on achieving) right now.

I feel I contribute to our business' success by (insert how – I streamlined communication and improved our ability to meet deadlines, implemented tools that helped us evaluate and improve business practises, communicated complex information clearly to our broad collection of stakeholders).

An example of this would be (include a specific example that demonstrates your value. If available, include stats like sales figures or measurable improvements).

Where I feel I hold myself back is (example only: my ability to be compelling when communicating with senior people, understanding my strengths and the value I bring to a team, what I need to do to improve my performance in the next two years).

I recently discovered an excellent career coaching program that could help me develop the skills and confidence I need to progress at (insert company). This program is attended by women from some of the most successful companies in Australia. It has an excellent reputation, and I would get the chance to work alongside like-minded women who, like me, want to advance/develop.

The program is called RISE, and it is a four-month career coaching program for emerging female leaders. I will leave you the program information guide. This outlines the program format, approach, deliverables, as well as dates and cost.

I am seeking your approval to enrol in this program and would appreciate your response by (time frame – end of the week, month). Of course, I'd be happy to talk through it further with you.

Thanks for your time and the chat. Your support is always appreciated.

## BRINGING IT ALL TOGETHER

- 1 Prepare for your conversation with your boss.** If you want your manager to foot the bill, then use the information and guidelines in this document to set yourself up for success. It might take you 40 minutes to pull together your examples and points, but it will be worth it!
- 2 Have the conversation with your manager.** You may even take a printed copy of the RISE program information guide with you to share with your boss.
- 3 Follow up to understand their response.** Regardless of the response, please write an email to thank them for their support or for their consideration. Be the consummate professional at all times.

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If you have any further questions, please get in touch.

We wish you every success and hope to see you on the RISE program.

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