*Subject:* University of Southern California – **Organization Design Activation Workshop** – REQUEST TO ATTEND

[Managers name],

I am writing to request approval to attend the Strategic Organization Design Activation Workshop*,* offered by USC Marshall School of Business’ Center for Effective Organization (CEO)

* Dates: June 11-13, 2024
* Location: University of Southern California, Los Angeles, CA
* Non-Sponsor Company Cost: $4,100
* Sponsor Company Cost: $3,300

Note: If you are not sure if you are with a Sponsor organization, please contact Vivian Jimenez at [vivianji@marshall.usc.edu](mailto:vivianji@marshall.usc.edu) to check your sponsorship status.

I attended the first course, Strategic Organization Design in [INSERT DATE] and by completing this second course I will be awarded a Strategic Organization Design Certificate. For over 40 years, CEO has been a leader in the field of organization design and to become certified through this institution would not only be beneficial for me professionally but also deepen the expertise I can apply here at [INSERT COMPANY NAME.]

This workshop focuses on:

* Ensuring designs are fully implemented – beyond just the announcing of changes
* Design orchestration – how to coordinate multiple design/transformation efforts occurring across the enterprise
* How to effectively apply org design tools and frameworks to micro-design deeper in the organization
* How to sustain and govern the design changes and implement organization health checks
* Understanding how to influence and manage design fatigue and resistance

More details on the workshop can be found here: https://ceo.usc.edu/event/strategic-organization-design-activation/

Thank you for considering this request.

Regards,