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

[Managers name],

I am writing to request approval to attend the Strategic Organization Design & Activation Workshops, which together constitute the Strategic Organization Design Certificate Program, offered by USC Marshall School of Business’ Center for Effective Organization (CEO). Upon successful completion of both workshops, I will have earned a Certificate in [Organization Design](https://ceo.usc.edu/executive-education/certificate-programs/organization-design-certificate/).

* Dates:
  + Strategic Organization Design Workshop: October 8-11, 2024
    - This is their foundational workshop that provides principles, frameworks, and tools of organization design. It is a case study-based workshop, so I’ll have an opportunity to immediately practice applying the learnings.
  + Strategic Organization Design Activation Workshop: December 11-13, 2024
    - In this highly interactive, practical workshop, I’ll learn the HOW of org design; how to apply and leverage the tools and frameworks. Real life case studies will be used to highlight applications. (\*Note: Part 1 is a prerequisite for Part 2)
* Location: Microsoft Headquarters, Redmond, WA
* Non-Sponsor Company Cost: $11,695
* Sponsor Company Cost: $9,470

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.

For over 40 years, CEO has been a leader in the field of organization design and change. This course is taught by globally recognized experts who blend the theory of organization design with practical application. This workshop stood out to me because [EXPLAIN WHY IT INTERESTS YOU].

More details on the workshop can be found here: https://ceo.usc.edu/event/2024-strategic-organization-design-activation-workshops/

Thank you for considering this request.

Regards,