[NAME],

As part of my ongoing development journey, I'd like to attend the Essential Facilitation program from Interaction Associates. This time-tested training is designed to develop collaboration and facilitation skills through an immersive experience that includes having participants tackle real-world challenges through practice sessions and exploratory discussions with real-time feedback from expert facilitators.

Essential Facilitation provides a solid foundation of facilitation theory and practice that includes providing the skills to:

* Design results-focused agendas, group processes, and implementation plans.
* Keeping discussions on track toward actionable outcomes
* Design and conduct planning sessions and cross-functional team meetings
* Use a variety of strategies and tools to help groups make decisions more easily
* Leverage diverse points of view and communication styles
* Share ideas, responsibility, and success in a way that values everyone’s contribution
* Model behaviors that help others improve group interaction

Interaction Associates helps leaders and teams think more clearly, collaborate more effectively, and focus on what matters most to their customers, employees, and stakeholders. They provide individuals with practical methods for helping people work better together across functions, viewpoints, and geographies. Since they introduced the concept and practice of group facilitation to the business world in 1969, hundreds of thousands of individuals have learned The Interaction Method™, a facilitated approach for building understanding and agreement so people can take informed, concerted action.

I hope you'll consider this request and thank you for your time.