

CONVINCE YOUR MANAGER

STEP 1: REVIEW AND MAP OUT YOUR SESSION PLANNER

- What are your organization's greatest HR challenges? Engagement? Talent? Acquisition and Retention?
- Use those challenges as your guide when selecting from the six topic tracks.
- Now think like a marketer. Reiterate your top challenges to your boss and position COSHRM's Biennial Conference and the sessions you've planned out, as the roadmap to effectively navigate those challenges.

STEP 2: STRESS THE VALUE OF INVESTING IN YOUR EDUCATION

- More than most professions, HR evolves at an almost unmanageable pace.
- Professional development opportunities to learn and interpret new trends and the rapidly changing regulatory environment are essential to remain current and compliant.

STEP 3: FIND YOUR SOLUTION PROVIDERS

- With all of the best resource partners exhibiting, there is no better place to find HR solutions.
- Get to know those solution providers who have what you need to enhance your organization's success!

STEP 4: COMPLETE THE REQUEST LETTER

- If your boss prefers a written request for your professional development, we took the liberty of getting that started for you too. (see attached letter template)
- Feel free to tweak and customize as you see fit, but hopefully you'll find this to be a great head start.

STEP 5: BRING IT ALL HOME

- You'll leave #COSHRM2017 empowered, energized, and informed.
- Commit to a post-conference briefing for staff so that best practices and tactics can be shared.
- Implement those ready-to-use strategies and tools you acquired at #COSHRM2017.
- Keep in touch with your new network of HR Professionals!



[MULTIFACETED HR]

Out of the ordinary into the extraordinary

September 27-29, 2017 | Keystone CO

Dear _____,

The COSHRM Biennial Conference is the largest conference for HR professionals in Colorado. For education, networking and professional development, this event simply has no equal. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development. I would like to request approval to attend.

The event runs from September 27-29, 2017, in Keystone, Colorado. I'll be among hundreds of industry professionals to hear HR experts and innovators talk about employment law and legislation, strategic management, leadership development and global HR, and I'll learn about practical tools pertaining to wellness and balance, talent management and diversity. The resource partners offer opportunities for networking and business that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues as well as strengthen existing relationships. A full schedule can be found at https://zerista.s3.amazonaws.com/item_files/ddb8/attachments/288734/original/abbreviated_speaker_schedule_03.15.17_%28003%29.pdf

I plan to attend the following session/tracks to strengthen my professional development:

- _____
• _____
• _____

The following are resource partners I plan to connect with that I think can help our organization:

- _____
• _____
• _____

Here are the costs associated attending the COSHRM Biennial Conference:

Transportation: _____
Lodging: _____
Registration Fee: _____
Miscellaneous: _____

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,

