

REQUEST TO ATTEND

Professional development at the University of Waterloo

Date:

To Whom It May Concern:

This letter is to request your approval to attend the **Digital Transformation certificate program** offered through WatSPEED the University of Waterloo. This program will allow me to gain core technical and non-technical skills so I can enhance my contributions to our business and add additional value.

WatSPEED at the University of Waterloo offer high-quality programs that are designed, delivered, and overseen by experts in their fields: faculty members and professional who have a depth of knowledge and experience.

Attending this certificate program will allow me dedicated time to enhance my professional skills in a format that will have immediate benefits for our organization. The methods and techniques I will learn can be applied to common workplace situations or complex challenges. The program also includes applied learning and individual coaching where I will specifically apply the principles and foundational knowledge from the program to challenges and opportunities within our organization. I am confident I will develop new skills and that will have a positive impact on my contributions in the workplace.

Upon completion of the program, I'll share key takeaways with our team and develop an action plan for incorporating the learning into our organization. Some learning outcomes from this program include:

- Examine the impact that information technology will have on your future career.
- Use tools and techniques to assess emerging digital opportunities and organizational fit for engineering projects.
- Contribute to the success of digital transformation by understanding the common challenges organizations face and your solutions.
- Lead innovation and continuous improvement activities, utilizing a range of tools and techniques.

Here is the breakdown of the time commitment, and cost for this professional development opportunity:

- Course length: 8-weeks
- Time commitment: 40–hours spread throughout 8-weeks
- Program cost: \$2,195 + HST

More information about the program can be found on [Waterloo's website](#).

Thank you for considering my request. I look forward to speaking with you further about this certificate program.

Best regards,