**Workshop Reimbursement Email Template**

Hello Aspiring Learner,

Congratulations on making it this far, and showing interest in the **‘Transitioning from Functional to General Management Level’** workshop.

You can use this email as a template to reach out to your **immediate manager** or **human resources team**, requesting them to reimburse you the investment cost of this workshop.

All the best!

Dr Mansoor Soomro (www.mansoorsoomro.com)

**Subject: Request for Workshop Reimbursement- ‘Transitioning from Functional to General Management Level’ by Dr Mansoor Soomro**

Dear [Manager's Name],

I hope you’re doing well.

I am writing to request your approval for reimbursement of a unique professional development workshop that I believe will significantly enhance my ability to contribute to [Company Name]’s success as I grow into broader leadership responsibilities.

This workshop [**Transitioning from Functional to General Management Level**](https://mansoorsoomro.com/workshops/transition-functional-generalmanagement/)**,** is a **self-paced online workshop** designed to help functional managers like me, with technical expertise in [describe your technical role and background], transition smoothly into senior general management roles.

**Why This Workshop?**

Many functional managers *struggle* when promoted to senior leadership roles due to their focus on technical depth rather than leadership breadth. This workshop directly addresses these *challenges* by equipping participants with the skills and frameworks needed to thrive as general management executives in non-technical leadership roles.

**Workshop Instructor**

The workshop is led by **Dr. Mansoor Soomro**, an authority in leadership transitions and the author of [*The Generalist Advantage: Proven Framework to Explore the Potential of 4 Types of Generalists at Work*](https://www.amazon.com/Generalist-Advantage-Framework-Potential-Generalists/dp/1394276400). Dr. Soomro has extensive experience helping technical professionals succeed in broader leadership roles.

**Workshop Learning Outcomes**

1. **Smooth Transition to General Management:** Develop the mindset and skills required to move from technical functional expertise to cross-functional, non-technical leadership roles.
2. **Practical Frameworks:** Learn and apply the **SDSU™ (Shallow, Domain, Skill, Ultra)** Framework, designed to help leaders identify growth areas and build versatile skill sets.
3. **Leadership Readiness:** Gain the confidence to navigate the complexities of senior management and lead effectively across functions.
4. **AI-Driven Insights:** Understand the importance of adaptability and diverse skill sets, particularly in the fast-evolving AI and digital transformation landscape.

**Why Should I Take This Workshop Now?**

As I continue to grow into leadership roles at [Company Name], this workshop will help me bridge the gap between technical expertise and broader management responsibilities. By learning to lead across departments and navigate non-technical challenges, I’ll be better equipped to:

* **Collaborate cross-functionally** to achieve strategic goals.
* **Contribute more effectively** to organizational leadership discussions.
* **Adapt to change** and thrive in an AI-driven business environment.

I am committed to applying what I learn directly to my work, ensuring that this investment in my development translates into tangible results for our organization. Also, I will be happy to share a summary of the key takeaways and discuss how we can incorporate these learnings into our broader team efforts.

**How Much Does This Workshop Cost?**

The workshop fee is **$1250**, and I believe it is a worthwhile investment for both my development and the organization’s growth.

After thorough research on similar workshops and courses on the topic, I found that Dr. Mansoor's workshop stands out as the most cost-effective and value-packed option. For context, programs like INSEAD's [Transition to General Management](https://www.insead.edu/executive-education/general-management/transition-general-management) cost approximately $37,000 making this workshop at $1,250 an unbeatable offer.

What do you think?

Best regards,
[Your Email Signature, with your Name, Job Title and Contact]