

Leadership360: Manager's Approval Kit

Introduction

This guide is designed to help you have a quick, confident conversation with your manager about attending Leadership360. The key is to position the event as a business investment—not time away. Use the prompts below to connect Leadership360 to your current priorities, show how work will be covered, and commit to sharing takeaways so the whole team benefits.

1) Lead with the business outcome (not "I want to go")

Managers approve development when it solves a problem. Pick 1–2 outcomes that matter to your role:

- Improve cross-team execution / reduce rework
- Strengthen stakeholder management + influence
- Grow leadership confidence + decision-making
- Better communication (clearer updates, fewer misunderstandings)
- Build bench strength for a future role / succession planning
- Network for best practices across NY banking

Your one-liner:

"I'd like to attend Leadership360 to strengthen my [influence/communication/leadership] so I can deliver [specific outcome] in [project/team priority] this year."

2) Make it easy for them: cost, coverage, and a plan

Managers hesitate when they hear "time away." Answer the unspoken questions:

Time & coverage plan (copy/paste):

- Key deadlines during the event window: [list 1–2]
- Coverage plan while I'm out: [who covers what]
- What I'll deliver before I go: [deliverables]
- What I'll deliver after: [one quick win + share-back]

3) Tie it to your current priorities (not a generic "leadership course")

Choose one current initiative and connect the dots:

- "This will help me lead the cross-functional workstream for [initiative]."
- "I'm working with multiple stakeholders; I need stronger influence and executive-ready communication."
- "I'm stepping into a people-leader / acting role and want better tools for coaching and performance conversations."

4) Offer a simple ROI commitment (the secret weapon)

Promise something tangible within 2–3 weeks of the event:

Pick two:

- Host a 10-minute "share-back" for the team with 5 takeaways and 3 actions
- Apply one tool immediately to [project] and report impact
- Mentor a colleague using 2–3 frameworks learned
- Propose one process improvement to reduce cycle time / improve handoffs

Manager-friendly phrase:

"I'll come back with practical tools and will share them with the team, so we get value beyond just me attending."

Email Templates:

Short version:

Copy-paste message to your manager.

Subject: Approval request: Leadership360 (NYBA)

Hi [Manager Name],

I'd like your approval to attend NYBA's Leadership360. My goal is to strengthen [skill: influence/communication/leading through change] to directly support [priority/project] and improve [outcome].

To make this easy:

- Coverage plan: [coverage]
- I'll complete [deliverable] before I go
- Within 2 weeks after, I'll deliver a short share-back + apply [tool/action] to [project] and report back on impact

Here's the event page for details/pricing:

<https://nyba.com/NYBA/Events/2026-EVENTS/Leadership360-2026/Leadership360-2026.aspx>

Are you comfortable approving this?

Thanks,
[Your Name]

Longer version:

Copy-paste message to your manager.

Subject: Request to attend Leadership360 (NYBA) — development + immediate application plan

Hi [Manager Name],

I'm requesting approval to attend NYBA's Leadership360. The program is focused on practical leadership skills—communication, influence, collaboration, and impact—which aligns directly with my work on [project/team objective].

Why this matters now

- Current need: [stakeholder complexity / leadership growth area]
- Expected benefit: [faster execution / clearer communication / better cross-team alignment]

Coverage & deliverables

- I'll complete [deliverable] before the event
- While I'm out, [person] will cover [items] (I'll prep them in advance)

ROI / share-back

Within two weeks, I will:

- Run a 10-minute share-back for the team (5 takeaways, 3 actions)
- Apply at least one framework/tool to [project] and share results

Details and registration are here:

<https://nyba.com/NYBA/Events/2026-EVENTS/Leadership360-2026/Leadership360-2026.aspx>

If you approve, I'll register and block my calendar + confirm coverage.

Thanks,
[Your Name]