**WLA Leadership Development Institute**

**Sample Supervisor Request Email**

Dear [Name of your supervisor],

Applications are now being accepted for the Wisconsin Library Association (WLA) Leadership Development Institute and I would like your permission to apply. The 2023 Leadership Development Institute (LDI) is a highly immersive training program designed specifically for the library profession. Based on several overarching leadership competencies, participants will interact in cohort groups throughout the six-month program. Each module includes the introduction of problem-solving skills and real-life applications. Instructors represent a wide range of disciplines both within the library community as well as outside of the profession. The curriculum was designed in partnership with UW-Madison Extension and will be delivered by experts in adult learning principles and national library consultants.

**Time Commitment**

LDI 2023 will kick off as a one-day, in-person pre-conference workshop in April, followed by twice monthly (10 sessions total) virtual sessions May - September, and conclude with an in-person session in October. Participants are required to attend all sessions.

* April 26 - In-person kick off, Best Western Premier Conference Center, Oshkosh, WI  
  (co-located at the WAPL conference)
* May - September Virtual sessions
  + 2nd & 4th Wednesday of the month, 2 - 3:30 p.m. *Dates/times subject to change.*
  + To accommodate busy workplace schedules, participants unable to attend the live virtual sessions are required to watch the recording and post feedback/discussion questions to the cohort on the LDI Slack channel within two weeks of the session.
* October 24 - In-person final session/conclusion, Madison Marriott West, Middleton, WI

(co-located at the WLA fall conference)

The LDI cohort is based on a competitive application process, and both experienced and emerging leaders are encouraged to apply. If selected, I believe supporting my participation in this rigorous program will not only further my professional development, but it will also benefit our library:

* I will learn best practices and tips from cohort members and instructors that I can share with my coworkers.
* I will learn strategies that will help me become a more effective advocate for our library.
* Participating in a cohort with representatives from libraries around the state will help strengthen our library’s network.
* My participation will help demonstrate to the Wisconsin library community that our workplace values professional development and innovation - valuable recruiting tools for any employer.

To ensure that what I learn benefits our library, I will provide you with regular updates on what I have learned, submit a written report on my experience at the Institute’s conclusion, and provide staff development.

Participating in LDI means I would need to be away from work for two in-person events and attend ten virtual sessions over a six-month period. As stated above, the virtual sessions will be recorded to accommodate a busy workplace.

Thank you for considering this professional development opportunity.

[Your Name]