

Email Subject: Request for Authorization to Attend Lab Essentials Workshop

Dear [Name of your manager],

I would like to request your approval for me and/or _(#)_ of my staff member(s) to attend **the Lab Management Essentials Workshop: To Effectively Cut Costs, Improve Staff Hiring/Retention, and Generate More New Revenue**, on [October 20-21 or November 10-11] at the [Aloft, Chicago O'Hare Airport or Sheraton Miami Airport Hotel & Executive Meeting Center].

This workshop is an opportunity for us to bring back new strategies and proven methods that can be implemented quickly to save our lab tens of thousands of dollars in cost reduction, help us close our FTE staffing gaps and give us insight into generating new revenue streams for 2023.

The ROI potential and the professional development opportunity are the primary reasons for seeking your approval to attend.

I like that the focus is on practical learning – in a case study format – with hands-on interactive sessions. We will be able to bring back tools that we can repurpose right away. The workshop is presented by the Executive War College, the industry's respected conference for executive lab and anatomic pathology management.

The Modules are described below, and more information is available at LabManagementEssentials.com

Module One: Savvy lab cost-cutting

This module will demonstrate how successful lab organizations are deploying strategies and techniques to reduce expenses. The menu is extensive: Lean/Six Sigma for continuous improvement and cost reduction, strategies to negotiate lower prices with lab suppliers, and use of standardization/consolidation to achieve economies of scale.

Module Two: Navigating the highly competitive job market

Innovative lab leaders will share holistic approaches and methods that will help get staffing back to authorized levels. The module will cover relationship between recruitment, the hiring process, and employee retention. It will review the current level of salaries, benefits, and recruiting bonuses in today's lab employment market.

Module Three: Generating profitable sources of new revenue

Workshop experts will show proven ways to deliver more value with our lab's testing services. These income-generating strategies will allow our lab to expand market share, win new physicians as clients, and even work with payers in ways that help them improve patient care with measurable savings that can be shared with our lab.

The cost to attend the workshop will be:

- Conference Fee: \$795, breakfast and lunch included
- Travel: estimated airfare or by car if local
- Hotel: \$179 x 2 nights

This is an opportunity to gain practical knowledge and strategies that we can apply to address these critical issues. The chance to network with other lab leaders and create action plans for our lab will benefit us as we prepare for 2023. I'm confident in the significant return we will receive for this relatively small investment in career development.

Thank you.

[Your signature]