



Employer Support Guide

Prepared By

Women Of Project Management

What's Inside

Employer Payment for Conference Tickets, Conference Ticket with One-Year Membership, or Membership Only

This guide was created to help you request employer support for one of three options:

- A Conference Only Ticket
- A Conference Ticket that includes one year of Women Of Project Management® Membership
- A Women Of Project Management® Membership only

Use this guide as a starting point for your business case, internal approval request, or manager email.

This guide also includes AI prompts to help you quickly customize your request, create a summary for your employer, and prepare a stronger business case.

Before submitting your request, review the Women Of Project Management® website and include the current pricing, benefits, purchase details, and any relevant conference information for the option you've chosen.

We encourage you to customize this language for your role, organization, goals, and approval process.

Scroll down to walk through the Employer Support Guide

What Can I Request Support For?

You may use this guide to request support for:

- Conference Only Ticket
- Conference Ticket with One-Year Membership
- Membership Only

- Travel and hotel, if applicable

Your employer may cover these costs through a professional development, learning, or leadership development budget.

Overview

Women Of Project Management® provides professional development, community, leadership education, career resources, and conference experiences for project managers, leaders, and professionals who want to grow in strategy, communication, execution, confidence, and career advancement.

The annual Women Of Project Management® Conference brings together ambitious professionals for learning, networking, leadership development, and real conversations that support both career growth and organizational impact.

Membership is also a standalone professional development investment. It provides ongoing access to professional development, live events, career resources, community support, networking opportunities, and continued growth, whether someone attends the conference or participates through membership only.

Why This Is A Strong Employer Investment

Supporting a conference ticket, membership, or both is an investment in professional development, leadership capability, and stronger project outcomes.

Participants gain access to learning, conversations, and resources designed to help them:

- Lead projects with more confidence and clarity
- Strengthen communication and stakeholder engagement
- Build leadership skills that support team performance
- Learn from experienced project management leaders
- Expand their professional network
- Access career and leadership development resources
- Bring practical insights back to their team and organization

Business Case Summary

I am requesting employer support to participate in Women Of Project Management® because it directly supports my continued growth as a project management professional.

This opportunity aligns with professional development goals by offering leadership education, career development, networking, practical project management insights, and, when membership is included, access to an ongoing professional community focused on growth, execution, and impact.

Participation would help me strengthen my ability to lead, communicate, manage priorities, support stakeholders, and contribute more effectively to team and business outcomes.

AI Prompt To Customize Your Request

Copy and paste this prompt into your preferred AI tool to tailor your request:

Please help me customize this employer support request for my manager. I am requesting support to participate in Women Of Project Management®. I am requesting support for [select one: Conference Only Ticket, Conference Ticket with One-Year Membership, or Membership Only]. My role is [insert role], my company or industry is [insert company or industry], and my professional development goals are [insert goals]. Please make the message clear, professional, and aligned with how this opportunity can benefit both my career growth and my organization.

AI Prompt To Create A Summary For Your Employer

Copy and paste this prompt into your preferred AI tool to create a short summary for your manager, HR team, or professional development approval process:

Please help me create a concise employer-facing summary of Women Of Project Management®. The summary should explain what the organization offers, who it is for, the professional development value, the business benefits to my organization, and why participation would support my growth as a project management professional. Please keep it clear, polished, and appropriate to include in an internal approval request. Use only the current pricing, benefits, purchase details, and any relevant conference information I provide. Do not invent details.

Suggested Email To Your Manager

Subject: Request for Employer Support for Professional Development

Hi [Manager's Name],

I'm requesting support to participate in Women Of Project Management® through [select one: Conference Only Ticket / Conference Ticket with One-Year Membership / Membership Only].

This opportunity will help me strengthen my project management, leadership, communication, and strategic thinking skills. I'll bring practical insights and resources back to our team and apply what I learn to my work.

Request details:

- **Option:** [Insert selected option]
- **Conference date or membership term:** [Insert details]
- **Location, if attending the conference:** [Insert location]
- **Cost:** [Insert current price]
- **Travel and hotel, if requesting support for them:** [Insert estimated cost]
- **Requested approval by:** [Insert date]

I'd welcome the opportunity to discuss how this investment supports my goals and our team's priorities. Thank you for considering my request.

Thank you,
[Your Name]
[Your Title / Department]

Final Note

Before submitting your request, visit WomenOfPM.com to confirm the current pricing, benefits, and payment details for your chosen option. If you're requesting a conference ticket, confirm the event date, location, and ticket availability as well.

This guide is meant to help you start the conversation with confidence, create your business case, and request support for your professional development.

hello@WomenOfPM.com	
www.WomenOfPM.com	
Founded in Atlanta, GA, Community Worldwide	