Hi [Manager Name],

I would like to attend the [**American Inns of Court’s 2017 National Advocacy Training Program**](http://home.innsofcourt.org/AIC/Events/2017_National_Advocacy_Training/AIC/AIC_Events/2017_National_Advocacy_Training.aspx?hkey=b835354b-5f5f-4b33-8201-854ab7649a34) September 6 – 8 in Chicago, IL // September 11 – 13 in Tampa, FL.

This intensive two-and-a-half-day program focuses solely on the skills involved with courtroom presentations and arguments. It is held in conjunction with the Inns of Court College of Advocacy (ICCA) in London, which means that the trainers are all leading barristers and judges from England, where the emphasis in law is on oral advocacy.

I will be working in a small group (only 7 other participants in my group, 16 all together); as a result, I will receive very personalized feedback and professional critiques (both live and through a video review). This gives me an opportunity to really practice the skills that they will be teaching – there’s immediate application!

Once I register, American Inns of Court will apply to [STATE] to get the program approved for CLE credit. I will also receive a certificate of completion.

This program is an unbelievable learning opportunity that will immediately translate into benefits for the firm, as well – having the ability to hone my courtroom skills will give me a leg up when I begin to argue in court.

This is *the* event for new practicing attorneys – while there are other organizations who offer similar training, the American Inns of Court is a quality organization that emphasizes ethics, civility and professionalism in all aspects of the law. Those ideals and values are woven throughout the content of their National Advocacy Training Program.

Additionally, networking is an enormous part of this event; the community aspect is huge! Coming together with other new attorneys and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities, both for me and for the firm.

Here is a general outline of the two-and-one-half days of training I will receive:

* **Day 1:**
  + Compare & Contrast: US and UK Procedures
  + Advocacy before the International Criminal Tribunals
  + Case Analysis (prosecution and defense groups)
  + Networking reception
* **Day 2:**
  + Opening Addresses
  + Direct & Cross-Examinations of Prosecution
  + Replay of Exercise
  + Direct & Cross-Examinations of Prosecution
  + Replay of Exercise
* **Day 3:**
  + Legal Submissions
  + Replay of Exercise
  + Direct & Cross-Examinations of Defense
  + Replay of Exercise
  + Closing Addresses
  + Q&A

My projected costs for attending the program are [insert cost from worksheet]. This includes registration, transportation, lodging, and meals. This estimate assumes that if I register before August, I will receive the special rooming discounts.

Attending this program is integral to my professional development. I will bring back new ideas, best practices, and skills that I can implement right away.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]

P.S. Here are some testimonials from last year’s pilot participants:

*I definitely recommend this program – advocacy is the skill of persuasion through words. It transcends cultures and specific court systems. The Hampel method of training makes you focus solely on improving the delivery and core concepts of your message, without the use of other body language as an aid. –B.A., DE*

*I have 7 years of legal experience and learned a lot. There are so few trials nowadays that AIC should expand participation in this program! – J.C., LA*

*I learned things that I will apply to my practice, even if not in oral arguments.  Now that I have some real-world experience, I found this program even more useful than law school trial advocacy training.  –T.S , PA*

*I thought the headlines and replay of exercises to be the most valuable. Distilling down main points of criticisms and having the opportunity to address those points right away was very effective. –B.A., NJ*

*From the standpoint of a newly graduated law student, this program was perfect for me. I could not have asked for better or more effective training in the skill of advocacy. Each of the trainers came across to me as very interested in my personal success. I also found networking with the other participants very valuable…a fine group of individuals who worked together very well. –J.E., TN*

*Most training courses are so comprehensive in their critiques that it’s hard to come up with any tangible takeaways, but the Hampel method makes it memorable and easy to focus on things to improve for the future. I would recommend this training to a colleague as it provides a solid foundation of trial advocacy skills for a reasonable investment of time and money.  – T.C., NY*

*The best part of the program was having these incredibly experienced and dedicated trainers...wow! It was a tremendous amount of learning in just 2.5 days. –M.H., LA*