

# How To Get Management Approval

Do you want to attend the Applied Ergonomics conference and perhaps attend a pre-conference workshop but don't know if your manager will approve? Are you uncertain about how to ask for approval?

Here is a **five-step process** that can help you get the training you need to be successful in your career. You can use the process to show how attending this conference will benefit not only you but also your manager and your organization.

Applied Ergonomics community conferences are sponsored by the Institute of Industrial Engineers (IIE). The conferences are continuing education at its best, bringing a variety of experts together in one location. The conference and the pre-conference workshops offer continuing education credits. The Applied Ergonomics conference offers facility tours which give you a chance to compare how other companies incorporate ergonomics principles into their work place. The exhibit hall includes the Ergo Cup® finalist teams demonstrating solutions to tough ergonomic challenges, offering you an ideal arena for comparison. This is valuable information to take back to your workplace. In addition, the conference is a site for the Certified Professional Ergonomist exam.

## 1. List the Benefits

Take a few minutes and write down all the benefits you are seeking that the educational event can provide you. Are you looking for certification? Exploring networking opportunities for your company? Want to improve productivity and quality? Are you looking for professional development or personal growth? If you attended the same conference in a previous year and it led to cost savings for the company, include this in your list. Review the conference or training Web sites and promotional materials for benefit statements that will help you in outlining your list. Look for objectives and "what you will learn" sections of session descriptions. Note that the Applied Ergonomics conference has been ranked 2<sup>nd</sup> out of the top 5 ergonomics conferences.

## 2. Create a Proposal

Clearly lay out the tools and strategies you expect to learn and show how this event will improve your performance. State how many days you will be away and how your work will be completed while you are gone. Review the conference materials to see who attended and what they have said about it. Much of this information is on the Web site in the conference brochure. If you need additional quotes or names of companies who typically send people to the event, please contact [marketing@iienet.org](mailto:marketing@iienet.org).

## 3. Develop a Budget

Calculate the amount the event itself will cost and all the expenses you will incur traveling and at the event. Include estimates for food, hotel, transportation and event fees in the total. Look for conference-recommended lodging and early registration discounts. When you attend the Applied Ergonomics Conference and Expo you take home a CD of the conference proceedings that you can share with colleagues back at work. The CD includes power point presentations of presenters.

## 4. Arrange a Meeting Time

Arrange a meeting time with your supervisor to discuss your proposal and budget.

## 5. Follow-up

Take excellent notes while at the conference or training event so you can be clear on exactly what you have gained and how you will put it to use. After the educational event, organize your thoughts on all the tools and techniques you learned and all the benefits you gained by attending. Schedule a time to meet with your manager to discuss the highlights and how you plan to implement your training to benefit the company. Remember to express your appreciation for approving your involvement in the conference.