**Justification to attend the 11th Annual Summit on Performance Management Excellence**

To: Click or tap here to enter text.

From: Click or tap here to enter text.

Dear: Click or tap here to enter text.

I am requesting approval to attend the **11th Annual Summit on Performance Management Excellence**. The Conference is a good opportunity for me to collaborate and share resources with knowledgeable professionals and sponsoring agencies; access resources for technical assistance; learn evaluation results and research outcomes from VR practitioners and researchers; get insight on VR agencies strategies for internal controls, post exit services, program evaluation, case review processes, accurate data collection of credentials, skills gains and other workplace integration processes.

**Details:**

Location: Skirvin Hilton Hotel, Oklahoma City, OK

Date: September 4 – 6, 2018

Cost: $200.00 if registered before July1, $220.00 after July 1.

Here is a sampling of the sessions to be offered:

* Process improvement using Lean and Six Sigma in government
* Comprehensive Statewide Needs Assessment for Pre-ETS – an Evaluation (Capstone project)
* Post-High School Outcomes for Transition Students in Illinois
* Turning Customer Satisfaction Into Quality Improvement
* Building a Data Attitude Through Data Visualization
* Prioritizing Accessibility in Oklahoma’s Workforce System (presented by Labor/Workforce representatives and VR representatives)
* Examples of VR Program Uses of the online VR Evaluation Coach
* Customer Process: Keeping Consumer Voice in the Process
* Work Based Learning Experiences: Models and Early Lessons
* Re-engineering VR for the 21st Century
* Demonstration of Indiana’s Web Portal For Entering Vendor Client Data
* Return On Investment – Virginia and Maryland Results

I believe attending the 2018 Summit Conference would be a valuable experience that would greatly benefit our team. Please let me know in you need any additional information to help you make your decision.

Thank you for considering this proposal.

Sincerely,