

# Sample e-mail Meeting Request

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**Subject:** Meeting Request – GEAR UP Alumni Leadership Academy

Dear (SCHEDULER NAME):

I hope this e-mail finds you well. As a GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) alum, I am writing to request a meeting with (MEMBER OF CONGRESS). I will be in Washington, DC, Jun 22-29 attending the GEAR UP Alumni Leadership Academy (GUALA), hosted by the National Council for Community and Education Partnerships (NCCEP).

I would very much like to visit with my Member of Congress to share my GEAR UP story and the many successes of (GEAR UP SITE NAME). I am available to meet on Wednesday afternoon, June 26, 2013, between 1:00 PM and 4:30 PM.

Hopefully (MEMBER OF CONGRESS NAME) or somebody from (HIS/HER) staff is available to meet with me. Please let me know where and what time works best. Thank you.

We look forward to hearing back from you soon!

Best,

(FULL NAME)

GEAR UP Alumni Leadership Academy

(GEAR UP SITE NAME)

(YOUR TELEPHONE NUMBER)

(YOUR FULL ADDRESS)

# Sample Meeting Request To Boss

**Klaus Zechner, Keelan Evanini**



### **Sample Meeting Request To Boss:**

*What to Do When You Become the Boss* Bob Selden, 2011-02-01 This updated edition tells you what you need to know about managing in a global environment dealing with social media managing change and virtual and remote teams Congratulations You got the promotion you re finally THE boss You ve been rewarded for knowing your stuff BUT as a first time manager you may not know how to be a good manager Where do you start How do you get things done Bob Selden s always practical book offers seasoned advice to help you make a success of your new role **THE EXECUTIVE GUIDE TO BUSINESS COMMUNICATION** Moin Qazi, 2019-07-17 This book demonstrates how your choice of language can influence your reader The book keeps speed with the latest developments in the field of communication and draws on practices used at reputed business schools like Wharton Kellogg and Harvard It equips managers with skills to navigate the varying needs demands and challenges of their audience with courtesy strength consideration and confidence Apart from its academic grounding which includes explanations of theoretical bases of various concepts the book draws liberally on practical examples that have been culled from actual successful organisational practices It gives you writing secrets used by the world s best business leaders that you too can use to great effect in your own business writing **Be a Kickass Assistant** Heather Beckel, 2002-05-22 An essential office tool for every assistant this fun and practical guide is guaranteed to help readers get from the cubicle to the corner office Drawing on her experience as personal and executive assistant to George Stephanopoulos during Bill Clinton s presidential campaign and first term Heather Beckel offers straightforward advice on how to dazzle them now to get ahead later With clarity and wit Beckel guides readers from their first day to becoming a manager intermingling her real life experiences from the office of all offices The White House Whether it s developing organizational strategies or a painful lesson in discretion Heather Beckel has been there Chapters include When Your Boss is a Jerk Give Good Phone Getting Personal with Your Boss Be a Manager and Know Your Universe and much more **The Manager's Handbook for Corporate Security** Gerald L. Kovacich, Edward P. Halibozek, 2003-03-07 Fit a company s needs Book jacket **Automated Speaking Assessment** Klaus Zechner, Keelan Evanini, 2019-11-28 Automated Speaking Assessment Using Language Technologies to Score Spontaneous Speech provides a thorough overview of state of the art automated speech scoring technology as it is currently used at Educational Testing Service ETS Its main focus is related to the automated scoring of spontaneous speech elicited by TOEFL iBT Speaking section items but other applications of speech scoring such as for more predictable spoken responses or responses provided in a dialogic setting are also discussed The book begins with an in depth overview of the nascent field of automated speech scoring its history applications and challenges followed by a discussion of psychometric considerations for automated speech scoring The second and third parts discuss the integral main components of an automated speech scoring system as well as the different types of automatically generated measures extracted by the system features related to evaluate the speaking construct of communicative

competence as measured defined by the TOEFL iBT Speaking assessment Finally the last part of the book touches on more recent developments such as providing more detailed feedback on test takers spoken responses using speech features and scoring of dialogic speech It concludes with a discussion summary and outlook on future developments in this area Written with minimal technical details for the benefit of non experts this book is an ideal resource for graduate students in courses on Language Testing and Assessment as well as teachers and researchers in applied linguistics Working Mom's Survival

Guide Paula Peters,2009-04-18 More women than ever before are going back to work soon after having a baby And no matter what their job making the transition from home to work can be really challenging Whether dealing with day to day dilemmas like spitup on their power suits or big picture problems like the cost of child care new moms need relief Written in a friendly and encouraging tone this guide is all a stressed out mother needs to organize her life so everyone s happy including herself From prebaby planning to after baby adjustments this book covers it all including FMLA and maternity leave Temporary schedules and career planning Job changes Child care Responsibilities at home Caring for yourself Considering a new job Choosing to quit Dealing with unexpected or special challenges With this book by their side new mothers can have their careers and be great moms too Influence Without Authority Allan R. Cohen,David L. Bradford,2011-01-11 In

organizations today getting work done requires political and collaborative skills That s why the first edition of this book has been widely adopted as a guide for consultants project leaders staff experts and anyone else who does not have direct authority but who is nevertheless accountable for results In this revised edition leadership gurus Allan Cohen and David Bradford explain how to get cooperation from those over whom you have no official authority by offering them help in the form of the currencies they value This classic work now revised and updated gives you powerful techniques for cutting through interpersonal and interdepartmental barriers and motivating people to lend you their support time and resources

**Short-Term Decisions Equal Long-Term Disasters** Craig Allen,2003-08 SHORT TERM DECISIONS equal LONG TERM DISASTERS by Craig D Allen CFA CFP CIMA is an instruction manual for dealing with day to day decisions in a structured and constructive manner This book does not espouse one specific solution to any problem Rather it proposes a systematic framework of decision making intended as a guide to help you solve your own problems through deliberate analysis and positive change As the author states I see this book as a life manual intended to guide you in your quest to get what you want out of life and to feel good about yourself in the process Too often our natural tendencies drive us to look for a quick fix solution to a given problem that provides us with the most attractive short term benefit As the author states What I will propose in this book is that human behavior tends to favor making decisions based on obtaining short term benefits which rarely result in the person attaining their true goals This book explores the motivating factors that push us towards these short term decisions and the methods we can use to short circuit this behavior to improve our decision making process and thus the quality of our lives **Manager-Subordinate Trust** Pablo Cardona,Michael J. Morley,2013-05-02 This volume

in the Routledge Global Human Resource Management Series is dedicated to analyzing the process of trust development between managers and subordinates in different countries of the main cultures of the world Behaviors and trust are linked in a process that can reinforce or diminish the trust between the two parties This book examines that process in an array of countries contextualizing each setting through a brief historical institutional and cultural overview Addressing the dominant HR practices and the main local leadership styles of each country it draws upon an extensive country by country data set of leader subordinate trust to analyze the universal and culturally specific elements of this process With its rigorous research insightful analysis and consistent presentation this book will help readers to systematically compare the process across countries to draw conclusions and analyze HR implications This book is intended as a text for graduate courses in Cross Cultural Business International Human Resource Management and Cross Cultural Organisational Psychology In addition to a student market the text will also be of interest to the reflective practitioner operating in different cultural settings who requires a contextual knowledge of key aspects of workplace relations management style and host country situation

*Practical Problem-solving Skills in the Workplace* Judith Combes Taylor,Rebekah Lashman,Pamela Helling,1994 Problem solving skills to identify and resolve work related problems and improve job performance With the increasing emphasis on initiative in the workplace it s essential to know how to recognize define and analyze problems and then develop workable solutions to correct them This book provides all the skills needed to achieve this including a problem solving tree Readers will learn how to Evaluate your own problem solving strengths and weaknesses Use problem solving skills to identify and resolve work related problems and improve your job performance Track the steps you need to solve work related problems with the Problem Solving Tree      **Conscious Business** Fred Kofman, Ph.D.,2006-09-01 Consciousness is the main source of organizational greatness Conscious business explains Fred Kofman means finding your passion and expressing your essential values through your work A conscious business seeks to promote the intelligent pursuit of happiness in all its stakeholders It produces sustainable exceptional performance through the solidarity of its community and the dignity of each member Conscious Business presents breakthrough techniques to help you achieve Unconditional responsibility how to become the main character of your lifeUnflinching integrity how to succeed beyond successAuthentic communication how to speak your truth and elicit others truthsImpeccable commitments how to coordinate actions with accountabilityRight leadership how being rather than doing is the ultimate source of excellence A conscious business fosters personal fulfillment in the individuals mutual respect in the community and success in the organization teaches Fred Kofman Conscious Business is the definitive resource for achieving what really matters in the workplace and beyond Winner of the 2009 Nautilus Award

**Your Executive Coaching Solution** Joan Kofodimos,2007 Delivers a first of its kind user s guide for coaching consumers      *IT Manager's Handbook* Bill Holtsnider,Brian D. Jaffe,2010-07-26 IT Manager s Handbook Second Edition provides essential information to help students understand the responsibilities of today s IT Management professionals not

only planning network security and implementing disaster recovery plans but also such vital tasks as creating budgets administering compliance and managing staff In particular the book discusses business practices that are most critical to effective IT operations recruiting budgeting resource planning managing personnel and working with vendor This updated version includes expanded coverage on such critical IT management topics as security disaster recovery storage government regulatory compliance and project management Information is organized modularly so that instructors and students can delve directly into only the topics needed Each chapter contains additional resources sections for books articles and websites relevant to that topic It contains new material on key technology topics such as open source outsourcing offshoring and handhelds plus updated coverage of e commerce remote access intranets and LAN WAN management A completely updated and expanded second edition that provides practical easily accessible management advice written specifically for new IT managers Brings you up to speed on those business practices most critical to effective IT operations recruiting budgeting resource planning managing personnel and working with vendors Includes expanded coverage on such critical IT management topics as security disaster recovery storage government regulatory compliance and project management Organizes information modularly so you can delve directly into only the topics that you need Provides a unique management perspective on those specific technical issues with the most significant business ramifications Includes new material on key technology topics such as open source wireless handhelds outsourcing offshoring and operations as well as updated coverage of e commerce remote access intranets and LAN WAN management

Scientific and Humanistic Dimensions of Language Kurt R. Jankowsky, 1985-01-01 A collection of papers on Language teaching Bilingualism Language testing Contrastive analysis Language acquisition and performance Language thought and meaning Linguistic and literary analysis Lexical and terminological studies Language policy and language planning

**The Art and Science of 360 Degree Feedback** Richard Lepsinger, Anntoinette D. Lucia, 2009-01-12 More and more organizations are using 360 degree feedback to provide an opportunity to talk about key changes This second edition of the best selling book includes research and information that more accurately reflects who is using 360 degree feedback and where and how it is being used In addition the authors incorporate information about the impact of advances in technology and the more global and virtual work environment This new edition includes case examples tips and pointers on preparing 360 degree feedback and information on how to implement it

**Artificial Intelligence: Methodology, Systems, and Applications** Fausto Giunchiglia, 1998 Content Description Includes bibliographical references and index

Intrinsic Motivation Stefan Falk, 2023-02-07 Intrinsic motivation doing a thing for its inherent satisfaction rather than external rewards is the key to success and satisfaction in any endeavor A legendary performance coach shares his simple proven and fun methods for cultivating and keeping it To be productive and optimistic about our personal and professional lives we want to feel that we can understand and influence what is happening around us today and that we have a reliable insight into what will happen tomorrow We also require a rich

supportive and secure social life As more of us work remotely and the frequency of our in person contact decreases this desire for connection and trust has only become more important the social drive is so strong that our body temperature drops when we feel excluded To satisfy our psychological needs in today s professional world we must pursue them consciously and purposefully but unfortunately most of us don t know how to do so effectively Instead we waste our time on ineffective coping strategies that often make us feel even worse The true solution to becoming happier healthier and more productive is to become intrinsically motivated To stop wasting time on activities that don t really contribute to our careers or our company s success eschew the dog eat dog culture of modern business and find ways to take pleasure in what we do and to do it well

**Intrinsic Motivation** by Stefan Falk is a comprehensive guide to achieving this goal Filled with methods and techniques he developed at McKinsey Company and through 25 years as a senior executive and performance coach working with elite athletes top executives special operators in the armed forces and leaders from all walks of life this book will revolutionize your approach to success at work and beyond

**Grad to Great** Anne Brown,2010-11 Grad to Great is a MUST READ handbook for every young executive in waiting Its practical and common sense approach to managing one s career is beautifully simple and 100% accurate Rob Engelman Co author of That Was Zen This Is Wow 232 Ideas for Transforming Your Life From Ordinary to Extraordinary

**HBR Guides Boxed Set (7 Books) (HBR Guide Series)** Harvard Business Review,Nancy Duarte,2015-05-05 Master your most pressing professional challenges with this seven volume set that collects the smartest best practices from leading experts all in one place HBR Guide to Better Business Writing and HBR Guide to Persuasive Presentations help you perfect your communication skills HBR Guide to Managing Up and Across and HBR Guide to Office Politics show you how to build the best professional relationships HBR Guide to Finance Basics for Managers is the one book you ll ever need to teach you about the numbers HBR Guide to Project Management addresses tough questions such as how to manage stakeholder expectations and how to manage uncertainty in a complex project and HBR Guide to Getting the Right Work Done goes beyond basic productivity tips to teach you how to prioritize and focus on your work This specially priced set of the most popular books in the series makes a perfect gift for aspiring leaders looking for trusted advice Arm yourself with the advice you need to succeed on the job from the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

**The HBR Guides Collection (8 Books) (HBR Guide Series)** Harvard Business Review,Nancy Duarte,2014-09-23 This collection will help you sharpen the key management skills you need to succeed today We all want to give more persuasive presentations write more effective emails master the basics of finance and manage both stress and time a bit better These Harvard Business Review Guides now offered as a complete digital collection will help you get there Packed with concise practical tips from leading experts the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day This collection features digital editions of all eight books in the series HBR Guides on

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