

NEW

SAMPLE

Justification Letter

Dear (insert name of your manager & organisation)

Please consider my proposal to attend the 2012 Moving & Handling People Conference – www.movingandhandlingpeople.co.uk at the Business Design Centre, Islington, London 2 - 3rd February 2012 and New Product Workshops on the 1st.

I consider my attendance would benefit both the organisation (insert name) and my CPD, which is to be aware of best practice and safer handling techniques in order to educate and train staff and be aware of equipment which can reduce the risk of work related musculoskeletal injury to staff which I could recommend when completing risk assessments.

The conference is a CPD accredited event organised by DLF and offers different learning opportunities and I have listed these to show the benefits I have identified:

- Pre-conference New Products Workshops offer an opportunity to view a range of products new to the UK market in structured workshops facilitated by experts and to see & discuss products in development & bespoke equipment with suppliers
- Plenary & Concurrent sessions on topics including *Health & Safety Ergonomics in Successful Organisations, Role of the Back Care Service, Service Model for Bariatric People, Developing Practical Moving & Handling Protocols & Practices + an Open Forum to discuss Legal & Professional issues in Moving & Handling People*
- Main Conference Practical Interactive Problem Solving Workshops structured around 'real life' scenarios to develop assessment skills & systems of work to promote safe practices
- Comprehensive Exhibition with related Professional Resource Centre & access to professional bodies associated with moving & handling people
- Opportunities to network with other professionals & suppliers with the chance to swap information & ideas throughout the event
- Portal of equipment for moving and handling people – 1 year's free access following the event

By attending M&HP 2012, I will have an overview of new handling practices and techniques, changes that may be required to our existing policies and protocols to comply with new national guidelines (Care Quality Commission, NHSLA etc) all contributing to my CPD and improving the quality of the service my department/service provides to staff and the organisation.

If I register attendance now I will get a significant reduction in the fee of.....
(see page 8 of brochure for the different rates + 3 for 2 offer, which could save as much as £160 per person if you join up with 2 other colleagues from either your own o

I thank you for your consideration



Sample Justification Letter For New Equipment

Jin-Ying Zhang



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