



# Management Leadership Institute 2026

July 19–23, 2026 | Atlanta, GA | [naceweb.org/MLI](https://naceweb.org/MLI)

## Make the Case Toolkit

### Email to your supervisor

Subject: Professional Development Request: NACE Management Leadership Institute

Hi [Supervisor Name],

I'm writing to request approval to attend the **Management Leadership Institute**, a professional development program designed specifically for leaders in college career services.

As our office continues to expand efforts around employer engagement, internship pipelines, and career readiness across campus, I believe this institute would provide valuable leadership training and strategic insight that we can apply directly to our work.

The program focuses on practical leadership areas including:

- Strategic planning and managing career center operations
- Leading teams and developing staff capacity
- Expanding employer partnerships and internship opportunities
- Using data to demonstrate career outcomes and impact

What stands out about this institute is the opportunity to collaborate with peers from other institutions who are addressing similar challenges. I expect to bring back actionable strategies that could help us strengthen our employer engagement efforts and continue improving student career outcomes.

After attending, I would plan to share key takeaways with our team and identify specific strategies we can implement in our office.

## **Estimated Investment**

**Registration:** [Insert price], includes hotel room

**Travel:** [Insert estimate]

**Total:** [Insert estimate]

I'm confident this would be a valuable investment in strengthening our leadership capacity and advancing our work supporting student career success.

I'd be happy to discuss further if helpful. Thank you for considering this request!

[Salutation]

## **Convince Your Supervisor Conversation**

If you're interested in attending and need approval, here are a few ways to frame the value for your institution.

### **1. Leadership Development Improves Team Performance**

Many career services professionals step into management roles without formal leadership training. The Management Leadership Institute focuses on:

- Leading and developing teams
- Managing change within career services
- Aligning office strategy with institutional goals

This training strengthens the effectiveness of the entire career center team.

### **2. Supports Institutional Career Outcome Goals**

Institutions are increasingly focused on measurable student outcomes.

The institute provides strategies to:

- Expand employer partnerships
- Increase internship opportunities
- Scale career readiness across campus
- Use data to demonstrate impact

These outcomes align directly with institutional priorities around student success and employment outcomes.

### **3. Practical Solutions from Peer Institutions**

Participants learn alongside career services leaders from institutions across the country, including:

- Innovative employer engagement models
- Career readiness integration across campus
- Staffing and organizational structure strategies

These peer insights can help identify new approaches for your own institution.

#### **4. Knowledge You Can Share With Your Team**

Participants are encouraged to bring insights back to campus by:

- Sharing strategies with colleagues
- Applying new leadership frameworks
- Implementing improvements in team operations

The benefit extends beyond one individual to the entire career center team.

### **Questions?**

We'd love to help! Contact us at [events@naceweb.org](mailto:events@naceweb.org) to learn more.