

Open Source Investigations Workshop Employer Justification

If your employer is looking for justification as to why you should attend our Open Source Investigations workshop, this document is intended to help you communicate to them what you will learn at the workshop and how it will contribute to your job function.

1. **Communicate your desire to attend the workshop and how it may benefit your position or even the company.** For example, you could offer to give a presentation of what you learned at the workshop upon your return, so that others may gain some insight into open source investigations. By sharing the information you've learned with other employees, your employer will maximize return on investment.
2. **Demonstrate the value of workshop attendance.** For example, if you are currently outsourcing cybersecurity projects and in need of an in-house investigation unit, lay out some numbers that show how the cost of the workshop will be returned by empowering yourself to perform tasks that were previously an added cost. Demonstrate how immediate, hands-on working knowledge of legal and digital security may be of value to your audience and how it could improve your online security.
3. **Explain to your employer the exact skills that you'll be learning.** In this case, highlights of the course include:
 - a. Substantive and procedure law.
 - b. Ethics principles and ethical decision-making.
 - c. Security practices, including risk assessment and mitigation strategies (digital, physical, and psychological).
 - d. Documentation and information management techniques.
 - e. Advanced search and monitoring methods.
 - f. Preservation and digital archiving.

Below you'll find a template for a letter that you can customize to fit your needs.

Dear **[name of your supervisor]**,

I am requesting support to attend Berkeley Advanced Media Institute's Open Source Investigations workshop that will take place at UC Berkeley on **[dates]**.

I believe that in addition to benefitting me both personally and professionally, attending this workshop will greatly benefit **[name of your company/organization]** because the trainings provided will enable me to become a more productive worker and a more valuable asset to **[name of your company/organization]**.

Berkeley Advanced Media Institute is housed in UC Berkeley's Graduate School of Journalism and provides digital media and cybersecurity workshops as well as custom training programs for career professionals around the world. They offer courses in content production, multimedia storytelling, social media, and open source investigations. Their instructors include UC Berkeley award-winning faculty and leading industry practitioners.

At the Open Source Investigations workshop, I will be learning the differences between procedural and substantive law, privacy and protection regimes, security practices, including risk assessment and mitigation strategies, advanced search and monitoring method, source evaluation and attribution analysis, and many more. I will emerge from this workshop with the skills needed to appraise and manage our security concerns and expectations, including but not limited to collecting data safely and ethically, examining publicly available materials, authenticating online content and geo-locating relevant data as well as data visualization, mind-mapping and report writing. ***[More elaboration on how this ties into your job function.]***

I would love to have the opportunity to take part in this workshop, so I hope that you will approve my attendance. The caliber of Berkeley Advanced Media Institute's workshops gives great value for the money: the registration fee is **[early registration cost]** when I register before **[date]**.

I believe the value I will bring to **[name of company/organization]** as a result of this training will be a positive step in the overall success of our company, and I hope you will agree with me and allow me to attend.