**FIERCE FEEDBACK REMINDER EMAIL**

**To:** Employees signed up for Feedback Workshop

**Subject:** Fierce Conversations: Feedback Workshop Reminder

**From:** Internal Sponsor/Facilitator

**Body:**

Hello **Fierce Conversationalist**!

I’m looking forward to facilitating our next Fierce Conversations workshop with you, focused on the Feedback Conversation this [Thursday at 12pm.]

**As you prepare for the workshop, here are some reminders to make sure you get the most out of our time together:**

* Be prepared to **Be Here and Nowhere Else**.
* Make sure that you are in a quiet place that you can focus.
* Print your digital workbook on the Fierce Digital Platform.
* Come with a **Curious Mind.**
* **Participate** – This course really comes to life the more we share. Be prepared to have your cameras on.
* Commit to walking away with at least **one take away to put into practice**.

**Realplay Preparation:**

1. *Think back to a less than successful experience or attempt at a goal. What feedback would have helped you* ***course correct****?*
2. *Think about a specific person to whom you know you need to* ***give feedback****. What was the experience or issue? What are the results if this behavior or issue continues?*
3. *Who is someone you could* ***request feedback*** *from that would help you move towards your goals? What* ***specific feedback*** *would be helpful from this person?*
4. *Think of someone you need to* ***deliver feedback*** *to that would help improve your relationship. What is the feedback?*
5. *To whom do you need to* ***share praise*** *with to demonstrate how much you value them? What specifically do you appreciate about them?*

**Location/Time:** [Location or Zoom link]

**Workbook:** Make sure you download your toolkit for the Feedback workshop from the [Fierce Digital Platform](https://fiercelearning.com/)

Stay Fierce,

[Internal Sponsor]