**FIERCE DELEGATE REMINDER EMAIL**

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

**Subject:** Fierce Conversations: Delegate 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 Delegate 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**.

**Delegate Conversation Prep Questions:**

1. *What are* ***some reasons that keep you from delegating*** *responsibilities?*
2. *What is your* ***delegation style****? Do you dump or 'off load' tasks that aren't interesting to you? Has that happened to you - where you were 'dumped on?'*
3. *What if you could delegate responsibilities to others in a way that mitigated the risk of them* ***making fatal mistakes****?*
4. *What if everyone in your organization had a* ***clear upward path*** *of professional development - that was unique to them?*

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

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

Stay Fierce,

[Internal Sponsor]