**FIERCE FOUNDATIONS REMINDER EMAIL**

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

**Subject:** Fierce Conversations: Foundations Workshop Reminder

**From:** Internal Sponsor/Facilitator

**Body:**

Hello,

I’m looking forward to facilitating our first **Fierce Conversations Foundations** workshop with you 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**.

**Foundations Prep Questions:**

1. *What are the* ***relationships most critical*** *to your success?  How would you describe your conversations with those individuals over the past 30-days?*
2. *What is something you* ***put off*** *and before too long it was a bigger issue?*
3. *Think of a conversation you had with someone that* ***changed a direction*** *for you. What were the circumstances and the impact?*

Important: [include if first time this cohort is receiving access to digital platform]

You should have received a **Fierce Digital Platform** invitation to access **your membership portal**. This will give you access to all Fierce resources and materials, articles, micro-learnings, etc. for all of the future Fierce workshops. Please explore the many resources and let me know if you don’t get access before our workshop this <Thursday>. You will be able to download the **workbook** for our Foundations Workshop from that platform.

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

Stay Fierce,

[Internal Sponsor]