**FIERCE TEAM REMINDER EMAIL**

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

**Subject:** Fierce Conversations: Team 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 Team 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**.

**Team Conversation Prep Questions:**

1. *Which of the* ***7 principles*** *from the Foundations workshop did you focus on for since we last met and how did it go?*
2. *How would you describe the* ***level of collaboration*** *or alignment on your team?*
3. *What decision do you need to make, or what issue would you like to think through more deeply****as a team****? For example, consider new policy or procedural changes as we work remotely, a new initiative, or a recurring team challenge.*
4. *Be prepared to make a* ***comparison*** *between what team meetings look like in your organization today and what they might look like using the Fierce Team Conversation.*

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

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

Stay Fierce,

[Internal Sponsor]