OREGON’S TRANSFORMATIVE SOCIAL AND EMOTIONAL LEARNING

# Preparation Emails

Use the templates below to prepare participants for a professional learning (PL) session.

## Preparation Email #1

BCC: All participants

Subject: Transformative SEL Professional Learning Workshop

Dear Transformative SEL professional learning attendees,

Thank you for registering for the **Transformative SEL Professional Learning Workshop** hosted by [insert host organization]. We look forward to seeing you on [insert date and time]. Following are additional workshop details.

* **Training details**
  + [Insert date]
  + [Insert start and end times]
  + [Insert location and address]
* **Prereading materials**
  + Please review the following materials before the day of the workshop.
    - [Insert a list of hyperlinked materials]
* **Lunch and snacks** 
  + [Insert appropriate details. Will snacks and lunch be provided? Will participants be responsible for their lunch?]
* [Insert any other relevant information participants would need to know.]

The participant agenda is attached. Please arrive on time so we can make the most of our time together.

Feel free to reach out if you have any questions.

Thank you,

[Insert your name]

[Insert your position]

[Insert your contact information]

## Preparation Email #2 (Reminder)

BCC: All participants

Subject: Reminder – Transformative SEL Professional Learning Workshop

Hi Transformative SEL professional learning attendees,

Thank you for registering for the **Transformative SEL Professional Learning Workshop** hosted by [insert host organization]. The workshop is on [Insert date and time]. Additional workshop details follow.

* **Training details**
  + [Insert date]
  + [Insert start and end times]
  + [Insert location and address]
* **Prereading materials**
  + Please review the following materials before the day of the workshop.
    - [Insert a list of hyperlinked materials]
* **Lunch and snacks** 
  + [Insert appropriate details. Will snacks and lunch be provided? Will participants be responsible for their lunch?]
* [Insert any other relevant information participants would need to know.]

The participant agenda is attached for your reference. Please arrive on time so we can make the most of our time together.

Feel free to reach out if you have any questions.

Thank you,

[Insert your name]

[Insert your position]

[Insert your contact information]