

Example Invite Email For A Group That Is Feeling Unsafe Together

Note: This is a sample invite letter usually sent as an email and includes using a culture change mapping tool for a culture change workshop. Feel free to adapt this invite to your needs!

Dear XYZ team members,

Betsy, my co-facilitator and I are really delighted to be working with you on May 18th to begin the discussions on culture change. I work with a co-facilitator as part of my ongoing practice to ensure every organization gets the best possible service. I am not charging XYZ extra for having a co-facilitator. You can learn more about both of us on the linked webpages on the agenda.

Attached you will find the proposed aims of the retreat and agenda. It is based on discussions with these members of your team (name who you spoke with ahead of time). We are tentatively entitling the day: Reflecting on XYZ's Organizational Culture and how we might change it...

We have also attached a four page pre-reading document (file called: Understanding Culture Change) on the culture change mapping tool we will use to launch our discussions. It is not obligatory to read it beforehand but we know some people like to have a sense of what will be the content of the day. This pre-reading may be thought provoking so we do encourage you to read it beforehand.

If any of you have comments, suggestions or just things you'd like to share with me or Betsy, please email us separately. We welcome them.

- Barbara MacKay - Bmackay@northstarfacilitators.com
- Betsy.....

See you all on the 18th for a lively, interactive highly participatory day that will focus on concrete results with follow-up.

Warmly,

Barbara and Rangineh

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www.NorthStarFacilitators.com
