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**Pre-Launch Invitation to Overview Session for Leaders and Managers**

Subject Line: AgilityHealth® Overview Session for Leaders and Managers

We are excited to announce the launch of the AgilityHealth® Talent Development assessments, which will allow our organization to empower individuals in key roles to grow and mature in their roles through a focused growth plan.

Please accept one of the [#] invitations you will receive to learn about the Talent Development Assessment and how this will help our [ROLE] on their individual journey.

The agenda for the meeting is as follows:

* Purpose and Value
* Learn about the assessment
* Understand the role for Leaders
* Q&A from Leaders

Thank you for participating in our AgilityHealth® journey!

**Pre-Launch Invitation to Workshop for Participants**

*Option 1: Use this option if the organization is selecting the Reviewers on behalf of the Participants.*

Subject Line: AgilityHealth® Pre-Launch Participant Workshop

We are excited to announce the launch of the AgilityHealth® Talent Development assessments, which allow our organization to empower individuals in key roles to grow and mature in their roles through a focused growth plan.

We will be sending you a meeting appointment for [DATE] at [TIME] to kick-off this process. The agenda for the meeting is as follow:

* Introductions
* Purpose of meeting
* Pre and post process of Individual assessments
* Q&A

After this kick-off meeting, you will receive an email with the assessment link. The assessment will be prepopulated with your reviewers receiving their own assessment link to provide feedback.

Thank you in advance for your participation, be assured your responses will be confidential.

*Option 2: Use this option if Participants are selecting their own Reviewers.*

Subject Line: AgilityHealth® Pre-Launch Workshop

We are excited to announce the launch of the AgilityHealth® Talent Development assessments, which allow our organization to empower individuals in key roles to grow and mature in their roles through a focused growth plan.

We will be sending you a meeting appointment for [DATE] at [TIME] to kick-off this process. The agenda for the meeting is as follow:

* Introductions
* Purpose of meeting
* Pre and post process of Individual assessments
* Q&A

After this kick-off meeting, you will receive an email with the assessment link and you will be able to invite your Reviewers via AgilityHealth® to provide feedback.

Thank you in advance for your participation, be assured your responses will be confidential.

**Pre-Launch Invitation to Workshop for Agile Coaches**

Subject Line: AgilityHealth® Pre-Launch Agile Coach Workshop

We are excited to announce the launch of the AgilityHealth® Talent Development assessments, which allow our organization to empower individuals in key roles to grow and mature in their roles through a focused growth plan.

We will be sending you a meeting appointment for [DATE and TIME] to kick-off this process. The agenda for the meeting is as follow:

* Introductions
* Purpose of meeting
* Pre and post process of individual assessments
* Your role as an Agile Coach
* Q&A

Thank you in advance for your participation, be assured your responses will be confidential.

**Pre-Launch Email to Reviewers**

*Note: Send this version to Reviewers on behalf of the Participants to prep them for answering the assessment questions. Only use this version if the organization chose Reviewers on behalf of the Participants (Option 1 on page 3).*

Subject Line: AgilityHealth® Assessment – Your input would be greatly appreciated!

You have been selected as a ‘reviewer’ for the [ROLE HERE] assessment with AgilityHealth® for {NAME OR NAMES HERE}. You will receive a request to complete an assessment on how you think this person or persons have been fulfilling their role. This email will come from [email@agilityhealthradar.com](mailto:email@agilityhealthradar.com).

Your feedback is anonymous and is a critical part in the overall assessment and personal growth plan for each individual. Please provide constructive feedback so the individual is able to gain insight into their growth and maturity in this role.

Thank you for your participation!

{NAME}

*Note: Only have the Participants send this email to their Reviewers if the Participants are allowed to select their own Reviewers (Option 2 on page 3).*

Subject Line: AgilityHealth® Assessment – Your input would be greatly appreciated!

I’ve selected you as a ‘reviewer’ for my [ROLE HERE] assessment with AgilityHealth® and you will receive a request to complete an assessment on how you think I have been fulfilling my role. This email will come from [email@agilityhealthradar.com](mailto:email@agilityhealthradar.com).

Your feedback is anonymous and is a critical part in my overall assessment and personal growth plan. I’m excited about your constructive feedback, to be able to gain insight into my growth and maturity in this role.

Please let me know if you have any questions or comments!

Thank you for your participation!

{NAME}

**Invite to Review Results with Agile Coach (or whomever the organization chooses – Peer, Mentor, Manager, etc.)**

Subject Line: AgilityHealth® Individual Review of Results

I recently completed the [ROLE HERE] assessment and would greatly appreciate if you would take some time to review my results with me.

I have scheduled a meeting for [DATE and TIME] to review my individual results and discuss potential growth plan options in relationship to my personal goals.

Please let me know if this date and time works for you, and if you have any questions prior to our meeting.

**Invitation to Review Growth Plan from Manager to Participant**

*Note: Depending on which scenario your organization chooses, you will only need either the email on this page, or the email on page 8, Invitation from Participant to Manager.*

Subject Line: AgilityHealth® Individual Review of Results and Growth Plan

Thank you for your participation in the AgilityHealth® [ROLE HERE] assessment.

I am scheduling this meeting with you to review your individual results and discuss potential growth plans in relationship to your personal goals. As a reminder, this process is separate from the annual review process, and is only to be utilized for your own personal growth.

Please let me know if you have any questions prior to our meeting.

Again, thank you for your participation!

**Invitation to Review Growth Plan from Participant to Manager**

*Note: Depending on which scenario your organization chooses, you will only need either the email on this page, or the email on page 7, Invitation from Manager to Participant.*

Subject Line: AgilityHealth® Individual Review of Results and Growth Plan

As you know, I recently completed the AgilityHealth® [ROLE HERE] assessment. I am scheduling this meeting with you to review my individual results and to discuss my potential growth plan options in relationship to my personal goals.

Please let me know if [DATE] at [TIME] works for you.

Thank you!

**Post-Launch Invitation to Readout and Planning Session for Leaders and Managers**

Subject Line: AgilityHealth® Talent Development Readout and Planning Session

As a reminder, you have been asked to become a member of our AgilityHealth® Talent Development Readout and Planning Session to help remove obstacles and provide support for issues individuals cannot resolve them independently.

In the Talent Development Readout and Planning Session for Leaders, you will take a deep-dive into Participants’ performance, analyze their results, identify top areas for growth and developing a concrete plan for removing individual obstacles.

Desired Outcomes:

* Review the roll-up AgilityHealth® results by Participants
* Identify common obstacles and impediments
* Choose which obstacles and impediments to remove in the next quarter
* Identify ownership over the obstacles and impediments to be removed
* Establish check-in dates and a date to demo resolutions back to the team

Thank you!