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**Email from Leader Introducing AgilityHealth**® **Pilot**

**Subject Line:** AgilityHealth® Pilot Announcement

Congratulations! Your team has been chosen to embark on an exciting journey of continuous improvement. This journey will help us assess our current Agile health and maturity and engage both you and our leaders in reaching new heights of success.

We'll be implementing AgilityHealth® as our continuous improvement platform to realize this vision. Your team will take part in deep-dive retrospectives to evaluate your team's health, identify gaps, create clear growth plans, and pinpoint areas where leadership support is most needed.

We'll also establish a Continuous Improvement Leadership Team responsible for addressing and removing the organizational obstacles identified during the retrospectives.

While this process requires an investment of time, I'm confident that active participation and a dedicated focus on growth will accelerate our organizational performance and health. This aligns with our commitment to meet increased customer demands for faster value delivery, improved quality, and measurable business outcomes.

I’m eager to review the results of our pilot and to receive your feedback. If you have any questions or need additional information, please don't hesitate to reach out. We appreciate your unwavering support and dedication to ensure a resounding success of this initiative!

**Email from Leader Introducing AgilityHealth® Rollout**

**Subject Line:** AgilityHealth® Rollout Announcement

Congratulations! Your team has been chosen for an exciting continuous improvement journey. We will assess our present Agile health and maturity and collaborate to achieve new heights of success!

We will be implementing AgilityHealth® as our continuous improvement platform to realize this vision. Your team will participate in deep-dive retrospectives to evaluate your team's health, identify gaps, create clear growth plans, and pinpoint areas where leadership support is most needed.

We will also establish a Continuous Improvement Leadership Team responsible for addressing and removing the organizational obstacles identified during retrospectives.

We are dedicating our time to actively participate and focusing on growth to confidently accelerate our organizational performance and health. This aligns with our commitment to meet increased customer demands for faster value delivery, improved quality, and measurable business outcomes.

I’m eager to review the results of our pilot and to receive your feedback. If you have any questions or need additional information, please don't hesitate to reach out. Thank you for your support and dedication to making this initiative a resounding success!

**Invitation to Facilitator Certification Workshop**

**Subject Line:** AgilityHealth® Facilitator Certification Workshop

Hello!

We're excited to kick off our AgilityHealth® assessments and invite you to a facilitator certification class that will equip you for a successful rollout. This training will cover the assessment process and the vital role you'll play in analyzing the results and leading retrospective sessions.

The agenda for the meeting is as follows:

* How to analyze the team’s radar results and textual responses.
* How to guide the team through discussion and activities designed to form a growth plan for the next quarter.
* How to finalize the assessment by adding assessment notes and confirming the team’s maturity stage.
* How to manage the growth plan and incorporate the team growth items into your iterations.
* Q&A from Attendees.

Thank you for joining us on our AgilityHealth® journey!

**Invitation to Scrum Masters for Scrum Master Training**

**Subject Line:** Your Role as a Scrum Master in AgilityHealth® Retrospectives

Dear Scrum Master:

We're thrilled to kickstart our AgilityHealth® assessments and are eager to provide you with the necessary training to supercharge this rollout's success. As a Scrum Master, you will have an important role in ensuring this process runs smoothly and continuous improvement items (aka “growth items”) are brought into your team’s work for the next quarter.

Please come on [DATE] at [TIME] and learn how the AgilityHealth process works and the importance of your role in its success.

The agenda for the meeting is as follows:

* Introductions
* Purpose of meeting
* Pre and post process of AgilityHealth® assessments
* Q&A from ScrumMasters

Thank you for participating in our AgilityHealth® journey!

**Invitation to Team Members for Overview for Teams**

**Subject Line:** AgilityHealth® Team Member Training

Dear Team Member:

We are excited to embark on our continuous improvement program leveraging AgilityHealth, and we can't wait to empower you with the training you need to be the driving force behind a successful rollout! Please accept one of the [#] invitations you will receive to learn how the assessment process works and the importance of your active role in the AgilityHealth process.

A [3 Minute TeamHealth Overview](https://agilityhealthradar.com/teamhealth-overview/) video is available to watch for background.

The agenda for the meeting is as follows:

* Overview of AgilityHealth®
* Learn about the assessment and retrospective process
* Taking an AgilityHealth® Assessment
* Analyzing your team results
* Creating your Team Growth Plan
* Understand the post retrospective process
* Managing your Team Growth Items
* How Leaders will manage Organizational Growth Items
* Q&A from Team Members

Thank you for participating in our AgilityHealth® journey!

**Email to Team Members for Overview for Teams Video**

**Subject Line:** AgilityHealth® Team Member Training Video

Dear Team Member:

We are excited to begin our AgilityHealth® assessments and would like to provide training for you on your role in making this implementation successful. Please watch the [Overview for Teams video](https://support.agilityhealthradar.com/hc/en-us/articles/360007308433-Video-Overview-for-Teams-Presentation) to learn how the assessment process works and the importance of your role in the AgilityHealth process.

The video focuses on the below:

* Overview of AgilityHealth®
* Learn about the assessment and retrospective process
  + Taking the AgilityHealth® Assessment
  + Analyzing your Team results
  + Creating your Team Growth Plan
* Understand the post retrospective process
  + Managing your Team Growth Items
  + How Leaders will manage Organizational Growth Items

Thank you for participating in our AgilityHealth® journey!

**Invitation to Leaders for Overview for Leaders**

**Subject Line:** AgilityHealth® Overview for Leaders

Dear Leader:

We are excited to be piloting AgilityHealth® in our organization and would like to provide training for your role in making this rollout successful. Please accept one of the [#] invitations you will receive to learn the capabilities of AgilityHealth® and how this platform will help enable our teams on their continuous improvement journey.

A [3 Minute TeamHealth Overview](https://agilityhealthradar.com/teamhealth-overview/) video is available to watch for background on AgilityHealth®.

The agenda for the meeting is as follows:

* Overview of AgilityHealth®
* Purpose and Value
* Demo
* Learn about the assessment and retrospective process
* Understand the role for Leaders
* Q&A from Leaders

Thank you for participating in our AgilityHealth® journey!

**Email to Leaders for Overview for Leaders Video**

**Subject Line:** AgilityHealth® Overview for Leaders Video

Dear Leader:

We are excited to be launching AgilityHealth® in our organization and would like to provide training for your role in making this rollout successful. Please watch the [Overview for Leaders video](https://support.agilityhealthradar.com/hc/en-us/articles/360002668074-Video-Overview-for-Leaders-Presentation) to learn the capabilities of AgilityHealth® and how this platform, in addition to your leadership and active engagement, your guidance and unwavering commitment will empower our teams in their relentless pursuit of continuous improvement.

The video focuses on the below:

* Overview of AgilityHealth®
  + Purpose and value
  + Demo
* Learn about the assessment and retrospective process
* Understand the role for Leaders
  + Learn about Growth Items
  + Understand your role in addressing the Organizational Growth Items the teams create

Thank you for participating in our AgilityHealth® journey!

**Invite to AHFs for Prototype Assessment**

**Subject Line:** AgilityHealth® Prototype Assessment

Dear AgilityHealth® Facilitator:

I would like to invite you to take part in a mock AgilityHealth® Assessment on [DATE] at [TIME]. The goal of this session will be to familiarize you with the assessment creation and execution process. In addition, this will give you a chance to ask any clarifying questions that you may have in regards to the assessment process or the radar itself, prior to conducting your initial retrospective.

Topics that will be covered:

* Creating teams
* Tagging roles
* Setting up an assessment
* Assessment dry run
* Reviewing results

Thank you for participating in our AgilityHealth® journey!

**Email to AHFs with Retrospective Preparation Reminders**

**Subject Line:** Prepping for your AgilityHealth® Retrospectives

Dear AgilityHealth® Facilitator:

Congratulations on your achievement of becoming an AgilityHealth® Facilitator! Your commitment to self-improvement and growth of this initiative is commendable.

Before the retrospective, the following tasks must be completed. While not all of them may fall directly under your responsibility, your assistance in ensuring their fulfillment is significant to overall success.

1. Set up Teams, Members, and Stakeholders with their respective roles.
2. Launch Stakeholder assessments at least a week before the retrospective.
3. Schedule a 3-hour Retrospective Session with Team Members.
4. Educate and excite the Team in anticipation of the Retrospective.
5. Prepare for quantitative questions – ensure the ScrumMaster and/or Product Owner are well-informed and have the necessary data to answer questions.
6. Gather Team background info – gain insights into the team’s history from the ScrumMaster.

Explore the Support Center for AHF resources. There's a dedicated section for AgilityHealth Facilitators (AHFs) that you can explore for guidance. You can access it [here](https://support.agilityhealthradar.com/hc/en-us/articles/360002656773-AgilityHealth-Facilitator-Journey).

Thank you for your valuable assistance!

**Pre-Assessment Email to Stakeholders about Assessment**

**Subject Line:** AgilityHealth® Assessment - Your input is needed!

Hello,

We're launching AgilityHealth® assessments for our teams. You're a Stakeholder for [TEAM NAME(S)] and will receive an email on [DATE] with a link to a short, no longer than 5 minute assessment on how you think the team is performing.

**Please complete each assessment you receive by [DATE]** to allow the teams to review the results during their retrospectives. Your anonymous constructive feedback is crucial for team growth, and is essential to drive the intentional improvement of the Team.

Visit [www.AgilityHealthRadar.com](http://www.agilityhealthradar.com/) for more info.

Feel free to reach out with questions or comments!

**Invitation to Retrospective for Team Members**

**Subject Line:** AgilityHealth® Team Retrospectives

Dear Team Member:

Friendly reminder: Your team is set to take part in an AgilityHealth® Retrospective. Join us on [DATE] at [TIME] for this session. We'll craft a Team Growth Plan, outline actionable goals for the upcoming quarter, as well as a list of impediments (organizational growth items) for your leadership to remove. Your participation is essential to ensuring the team's voice is heard and captured for future growth opportunities. See you there!

**Desired Outcomes**:

* Review your radar results and engage in a candid discussion about strengths and areas for growth.
* Create a practical growth plan for your team for the upcoming quarter/release.
* Inform Leadership about areas where they can provide assistance.
* Have FUN with this opportunity!

**Post Retrospective:**

* We value your collective input on the session.
* Your Organizational Growth Items will be communicated to Leadership for necessary action.
* Your ScrumMaster will facilitate any added refinement if necessary, and the incorporation of identified improvements into your next retrospective.

Thank you for joining us in the AgilityHealth® Retrospectives!

**Reminder Email for Retrospective to Team Members**

**Subject Line:** REMINDER: AgilityHealth® Team Retrospective Coming Up!

Dear Team Member:

Important reminder: Your team is set to participate in an AgilityHealth® Retrospective.

We strongly recommend watching the [Overview for Teams](https://support.agilityhealthradar.com/hc/en-us/articles/360007308433-Video-Overview-for-Teams-Presentation) video before the session, covering:

* AgilityHealth overview
* The assessment and retrospective process
  + Taking the AgilityHealth Assessment
  + Analyzing your team results
  + Creating your Team Growth Plan
* The post-retrospective process
  + Managing your Team Growth Items
  + How Leaders will manage Organizational Growth Items

**Attn: Scrum Master/Product Owner**: You may be tasked with supplying responses to the quantitative inquiries during the retrospective session. You can find the TeamHealth quantitative questions linked here. It's important to arrive ready with the required metrics.

Thank you for your active participation in the AgilityHealth® Retrospectives!

**Invite for Managers to a Manager Debrief Session**

**Subject Line:** Manager Debrief Session

Dear Manager:

Your team(s) have completed their AgilityHealth® Retrospectives and the session Facilitator has scheduled a Manager Debrief Session on [DATE] at [TIME], to inform you on the outcomes of the retrospective and to discuss where your help is needed for the team to grow.

The desired outcomes for this meeting are as follows:

* Training (or reminder) on how to use and not use AgilityHealth®. Review themes around strengths, growth opportunities, and impediments.
* Review multi-team analysis highlighting trends and patterns.
* Call out specific Organizational Growth Items Leadership could own.
* Discuss the Continuous Improvement Leadership Team we are establishing.

Thank you for participating in our AgilityHealth® journey!

**Email to Leaders about Continuous Improvement Leadership Team**

**Subject Line:** Continuous Improvement Leadership Team

Dear Leader:

We’d like for YOU to become part of our new Continuous Leadership Improvement Team!

Building a strong, effective Continuous Improvement Leadership Team (CILT) is critical for AgilityHealth® to be a success in our organization. Teams who are working towards high performance need a leadership team who is committed to helping them in their journey by removing impediments the team cannot resolve independently.

The goal of removing impediments for our teams will be realized as our new Continuous Improvement Leadership Team pulls and completes Organizational Growth Items in AgilityHealth®. This will enhance teams' productivity, expedite the delivery of high-quality results, and promote fulfillment among team members.

You’ll receive an invitation to a Continuous Improvement Readout and Planning Session for Leaders, where you will you will take a deep-dive into teams' performance, analyzing their radars, identifying top areas for growth, and create a solid strategy to eliminate organizational obstacles in the next quarter/Program Increment (PI).

We look forward to your contributions to the Continuous Improvement Leadership Team and the success this new leadership team will enable within our teams.

**Invitation to Leaders about Continuous Improvement Readout and Planning Session**

**Subject Line:** Continuous Improvement Readout and Planning Session for AgilityHealth®

Dear Leader:

As a reminder, you have been asked to become a member of our new Continuous Improvement Leadership Team to help teams to mature by removing obstacles and providing support for issues teams cannot resolve independently.

In the Continuous Improvement Readout and Planning Session for Leaders, you will take a deep-dive into teams' performance, analyzing their radars, identifying top areas for growth and create a solid strategy to eliminate organizational obstacles in the next quarter/Program Increment (PI).

**Desired Outcomes**:

1. 2-3 Organizational Growth Items are agreed on by the team to work on in the upcoming quarter/PI, with clear acceptance criteria and measurable results.
2. Owners are identified for each Growth Item.
3. Next steps are planned (who, what and by when) for each Growth Item.
4. Team agrees on a plan for leadership checkpoints and a plan to demo results back to the teams.

We look forward to seeing your results!

**Invitation to AHFs for Implementation Retrospective**

**Subject Line:** AgilityHealth® Implementation Retrospective

Dear AgilityHealth® Facilitator:

Following our AgilityHealth® rollout, we would like to gather feedback in order to continuously improve our workshops, strategy, and processes. Please attend the Implementation Retrospective Session on [DATE] at [TIME].

Questions to think about prior to the retrospective:

* Was the training effective for the Company Admin, team members, leaders, AHFs, ScrumMasters, etc.?
* Was the communication plan for launching AgilityHealth® effective?
* Any issues using AgilityHealth® when running this process?
* Did you reference the support center documents during this process? If so, were they useful? Are there other items you wished you would have had?

Thank you for participating in our AgilityHealth® journey!