



Dear (fill in team name) Team Member,

It's (your name) here, your Facilitator. I am looking forward to working with you and facilitating your upcoming Project Session.
(Include name of the project if it has one already)

First I want to thank you for taking your time and energy to be a part of this team. You have my promise that I will do everything in my power to make sure your time is well spent.

You were selected to be a part of this project because of your experience and skills in: (fill in the blank)

Your viewpoint and expertise will be critical in making things better and easier in the (name the process being improved) and creating an even better work place for you and your team.

In order to make sure we discuss the topics and issues that are most important to you, and we stay on track and focused during the event, I like to set up brief, confidential telephone interviews with everyone.

It only takes 10 – 15 minutes.

- I've attached a signup spreadsheet and a participant email list.
- Please find a time most convenient for you on the attached spreadsheet.
- Sign up on the spreadsheet.
- Call me at our appointment time. (Your number bolded here)

Here are the questions we will talk about: (Craft your own as needed)

- Imagine the project (or meeting) is over and you feel great about what happened. What did we do/accomplish, what happened that makes you feel your time was well spent?
- What's been working well with the process? What do you like about how things are going?
- What would you change or do differently?
- What else might we discuss? What would be important for me to know?

Again, thanks in advance for your time. Feel free to contact me with any questions you may have. I look forward talking with you soon.

For Your Success,

Your name and contact info.