Preparation email to coaches - template

Dear XXXXXX’s coach,

You have one or more team members who, in approximately XXX weeks, will be taking part in the first module of XXXXX program. The training, delivered by XXXXX, will be supported by an on-line platform called ‘Promote’. This platform has the purpose of improving the rate at which classroom learning is applied in real life – and you will play an important role in making this learning transfer happen.

Research has shown that a key success factor in learners using what they have learned in the workplace is the opportunity to apply and the necessary support and encouragement from those around them, particularly their nearest manager.

In the coming days you will receive a log-in email to Promote where you will be connected to your course participant. You will be able to follow their general progress but also approve specific assignments they have been set.

The first assignment will be to sit down together in advance of the first training session, look through the program and reach an agreement on what the key focus areas will be for your course participant and how you as a manager can support and follow-up.

You should receive your Promote log-in within the next few days. If you do not receive the invitation or have any questions regarding logging in to the system / how the system works contact XXXXXXXXXXX.

If you have any questions or concerns regarding the program, please connect with me at XXXX

Best regards,

XXXXXX