

Dear Seminar Participants,

Thank you for taking part in the upcoming seminar on “(INSERT Seminar Name and Date.)” In preparation for the seminar, please complete the following four assignments.

- 1) Please clear the (INSERT Number of Days of Seminar) from obligations, distractions and outside commitments. The seminar will begin each day at (INSERT TIME) with breakfast and will end at (INSERT TIME).
- 2) Complete the attached assignments. Throughout the seminar there will be opportunities to apply the materials and ideas to something you are working on in your life. Whether dealing with a professional or personal challenge, at minimum this seminar will move your thinking on this topic forward.
- 3) Take part in a 360° Feedback Evaluation. The 360° Evaluation is a common tool. basically, it is a mechanism for evaluating someone's performance based on feedback from an array of people that the individual comes in contact - supervisors, coworkers, partners, with subordinates and the general public.

Step 1 - Please log on and take this survey yourself. Write your name in **both** the lines for real name and participant name. You can log on to the survey at www.bridgingleadership.org.

Step 2 - Once you have completed the survey yourself, please send the attached letter to **8 to 12 colleagues and associates**. They should be those whom you have worked with recently and can identify how you work with others. Ideally, they should represent a cross section of the people you work with. You will receive a combined report form the respondents; all individual responses are kept confidential! You will find attached to this e-mail a sample request letter for those you would like to fill out the survey. Feel free to personalize this letter.

******* Due to the fact that the analysis takes some time to compute - please fill out the survey yourself by the end of the day on **(INSERT Date)** and please send it back to me. Included is the attached letter for those that you wish you fill out the survey with a due date for their completion by **(INSERT Date)**.

- 4) Next week you will receive a short packet of readings for the training. It should take you a few hours to read the materials. Each of these readings will be used in group discussions. To be comfortable with the material, we highly suggest you read each of the pieces at least twice.

If you have any questions or concerns, please do not hesitate to contact (INSERT Name of Seminar Coordinator.)

Best Regards,