

Client Toolkit

Membership



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Membership Checklist

Make sure to download and save this PDF to save your check-boxes in the right column.

Before program starts

Create your LifeLabs Learning Admin Account: [Access your Admin account](#) for the first time!

Attend your onboarding kickoff meeting

Add LifeLabs Learning to your email allow list: Contact your IT team to allowlist the LifeLabs Learning domain (lifelabslearning.com). We also send automated messages from learn@lifelabslearning.com.

Announce your program: Send out an announcement to your learners to inform them of their upcoming Membership access.

Upload your team list: [Add your team list](#) to your LifeLabs Learning Membership account. All learners on your team list will receive a welcome email from LifeLabs Learning once they are added.

Register your learners for workshops: Learn how by reading [this article](#).

LifeLabs Learning Platform Knowledge Base: Got additional questions? Visit the [Knowledge Base](#)!

During your program

Review Feedback & Attendance: [Review workshop feedback and attendance](#) directly in the LifeLabs Learning platform.

Check in with your learners: Send follow-up emails to learners or schedule a meeting to discuss progress in a group setting.

Keep the learning going: [Assign learning resources](#) and on-demand courses.

Meet with your Impact Consultant: Meet on a quarterly basis with your IC to review program progress and plan for the next quarter.

Renewal

Plan for success: Schedule a call with your Impact Consultant to discuss your annual learning goals and make a plan.

Share your feedback: Fill out our survey so we can keep working better together!

Demonstrate success: Share participant feedback with leaders and influencers to showcase the results of your program. Your Impact Consultant is here to help!

Program Announcements

Email Templates for Learner Communication

Here are four email templates you can use to get your learners excited about their upcoming Membership. We recommend you send these emails at a set cadence before the program launches.

How to send an email with the template:

1. Click on the link to open the template, OR copy and paste the subject and body text into a new email.
2. Enter your custom information into the placeholder spots: **[BRACKETS]**
3. Send to the appropriate audience.



Email 1: Intro to LifeLabs Learning Membership ([Click here to open the template](#))

Subject: **[YOUR COMPANY]** is investing in your growth! Your path to professional development starts here.

Hi **[NAME]**,

We heard your feedback, and because investing in our amazing team is a priority, we're excited to announce something special!

We've partnered with LifeLabs Learning ([lifelabslearning.com](https://www.lifelabslearning.com)), the go-to training resource for companies like GoPro, Etsy, and Target. Together, we're equipping you with a LifeLabs Learning Membership to help you grow your skills!

What do I get with my LifeLabs Learning Membership? LifeLabs Membership provides unlimited access to unforgettable skill-building experiences like:

- Interactive workshops with expert facilitators
- Group coaching with real-time feedback
- On-demand courses at your fingertips
- Learning resources to accelerate your skill development

Learn how to get started with your LifeLabs Learning Membership by watching this short video: <https://www.youtube.com/watch?v=sBPFT2ojArk>

Ready to get started? Look out for an email from LifeLabs Learning with information on how to log in and get started.

Got questions? Reach out!

Best,
[SIGNATURE]

Email 2: Membership Check-in ([Click here to open the template](#))

Subject: How is your LifeLabs Learning Membership? Register for a workshop now!

Hi **[NAME]**,

What do you think of your LifeLabs Learning Membership so far? Here's a quick checklist to get started!

1. Login to your account: app.lifelabslearning.com/learning/login
2. Register for a workshop. Not sure where to start? Browse events and read descriptions to find a workshop that fits your goals!
3. Check out the on-demand courses.
4. Browse resources for helpful worksheets, templates, and more!

Got questions? Reach out!

Best,
[SIGNATURE]

P.S. In case you missed it, we've partnered with LifeLabs Learning to help you level up your leadership skills!

LifeLabs Learning Membership provides unlimited access to unforgettable skill-building experiences like live workshops with expert facilitators, group coaching, on-demand courses, and learning resources!

Learn how to get started with your LifeLabs Learning Membership by watching this short video: <https://www.youtube.com/watch?v=sBPFT2ojArk>

Email 3: Learning Recommendations ([Click here to open the template](#))

Subject: Are you enjoying LifeLabs Learning workshops? Keep up the learning!

Hi **[NAME]**,

So you've taken a few workshops with your LifeLabs Learning Membership – now what?

Don't stop there! Here are some ways to deepen your learning and keep your new skills fresh.

1. Attend a group coaching session to practice your skills and get real-time feedback!
2. Take an on-demand course. (FYI: Your progress is saved, so you can complete it on your own time!)
3. Browse the resource library. (I love this resource on how to use the “Micro-Yes” to start a feedback conversation: <https://lifelabsworksheets.com/microyes>)

Got questions? Reach out!

Best,
[SIGNATURE]

Email Template for Managers of Learners

Email 1: Introducing LifeLabs Learning to Managers of Learners ([Click here to open the template](#))

Subject: Get your team ready for training with LifeLabs Learning!

Hi **[NAME]**,

I wanted to let you know that **[LEARNER NAMES]** will be starting a training program soon with our partner LifeLabs Learning. **[LEARNERS]** will be equipped with a LifeLabs Learning Membership with unlimited access to live workshops, group coaching, and more.

What is a LifeLabs Learning Membership?

LifeLabs Membership provides unlimited access to unforgettable skill-building experiences like:

- Interactive workshops with expert facilitators
- Group coaching with real-time feedback
- On-demand courses at your fingertips
- Learning resources to accelerate your skill development

Can you help **[NAMES]** get the most out of their Membership? Please encourage them to register for workshops and discuss takeaways during your 1-1s. Here's a sample message you can share:

"I'm excited for you to start your LifeLabs Learning Membership. This is a great growth opportunity and will help you become even more successful here. I'm looking forward to discussing your takeaways and how you've applied them during our 1-1s. What workshops are you interested in attending? Do you need help making a plan for your development? I want to make sure we make the time for you to commit to this!"

Please let me know if you have any questions!

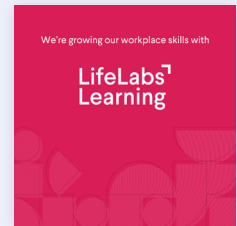
Best,
[SIGNATURE]

Social Media Post

Here's an example post you can use to promote your program with LifeLabs Learning.

How to use this template:

1. Copy and paste into a new LinkedIn post.
2. Make sure **@LifeLabs Learning** is tagged.
3. Optional: Upload an eye-catching graphic! [Click here to download pre-made graphics](#) or use a [Canva template to add your own logo](#).



Social Post for Company or HR Leader Page

📢 We're excited to partner with **@LifeLabs Learning** to support our managers and teams in growing together!

With a LifeLabs Learning Membership, our team has access to live workshops, group coaching, on-demand courses, and tools to build skills that make a real difference. We look forward to seeing how this helps us connect better, work smarter, and lead with confidence.

Have you used LifeLabs Learning? What's your most valuable takeaway? We'd love to hear your thoughts!

#TeamDevelopment #LeadershipTraining #LifeLabsLearning

Intranet Post

Does your company have an intranet? Here is a post you can share internally to announce your partnership.

Company Intranet Post

🌟 We're Partnering with LifeLabs Learning!

We're excited to share that you now have access to a LifeLabs Learning Membership! It's a resource designed to help us grow together, build stronger connections, and become even better leaders.

Here's what you get:

- Live workshops with expert facilitators
- Group coaching sessions for real-time feedback
- On-demand courses to learn at your own pace
- A library of tools and templates to build practical skills

Learn how to get started with your LifeLabs Learning Membership by watching this short video: <https://www.youtube.com/watch?v=sBPFT2ojArk>

Or, login (app.lifelabslearning.com/learning/login) to browse available workshops and register for your first (never boring) learning experience.

Already exploring? Share your favorite takeaways with your managers and coworkers—we'd love to hear what's been most useful!

Here's to learning and growing together! 🙌

Learner Toolkit

Share our [Learner Toolkit](#) with all of your learners before they start their membership.

It contains helpful instructions, one-pagers, and social media post and graphics templates that they can use to share their experience with LifeLabs Learning.



Grow Your Career with LifeLabs Learning Membership

Featured Workshops:

- Career Growth**
Identify your strengths and understand your needs so you can take charge of your personal and professional development.
- Behaviors of Inclusion**
Build awareness and a shared vocabulary (for easier conversations) and learn to advocate for yourself and others.
- Adaptivity & Resilience**
Learn techniques to stay calm, collected, and clear-minded even when things are quickly changing.
- Coaching Skills**
Boost your coaching skills to drive team performance, fostering independence, quicker problem-solving, and enhanced contributions.
- Feedback Skills**
Get confident giving feedback to anyone with a safe space to practice and personalized, expert advice on your approach.

[Sign up for Membership today!](#)

Lead Up Membership

A membership plan designed to foster skills for managing teams & groups.

- ✓ Learn powerful leadership skills that drive team performance and results. Skills
- ✓ Upgrade group and team leadership skills, from managing meetings to managing conflict and collaboration.

All Live Workshops in Lead Up plan:

- Strategic Thinking**
Master critical and creative thinking and decision-making skills, and apply your team's vision to the future.
- Managing Meetings**
Learn to manage meetings for personal and professional success, including how to set agendas, facilitate, and follow up.
- Leading Change**
Learn how to manage change, inspire, and motivate your team, and help your team adapt to change.
- People Development**
Learn to develop and coach your team, and help your team grow and succeed.
- Repeat Trust**
Create trust and safety in your team, and help your team work together effectively.
- Build Conflict & Collaboration**
Learn to manage conflict and collaboration effectively, and help your team work together.
- Inclusion Systems Skills**
Learn to create and manage an inclusive environment, and help your team work together.
- Group Coaching**
Learn to coach your team, and help your team grow and succeed.
- Individual Coaching**
Learn to coach your team, and help your team grow and succeed.
- Group Coaching**
Learn to coach your team, and help your team grow and succeed.
- Individual Coaching**
Learn to coach your team, and help your team grow and succeed.

Includes all On-Demand Courses in Skill Up plan:

- On-Demand Coaching Skills**
Learn to coach your team, and help your team grow and succeed.
- On-Demand Coaching Culture**
Learn to coach your team, and help your team grow and succeed.

Jane Doe · 10h
@JaneDoe123 · The Best Company Ever

Just finished the LifeLabs Learning live workshop Behaviors of Inclusion, and it didn't disappoint! 🙌

I'm growing my workplace skills with

LifeLabs Learning

142

Like Comment Report Send

Skill Up Membership Recommended Learning

Individual Contributor CORE Skills

- Influential Communication
- Feedback Skills
- Productivity & Prioritization
- Adaptivity & Resilience
- Career Growth

Additional workshops

- Behavior of Inclusion
- Delivery Skills

Courses & Resources

- On-demand interactive courses
- Control companion resources (templates, videos, and more)

What to expect

Workshops are 2 hours, interactive, and taught by an expert facilitator. Weekly live workshops offer a variety of live skills - sign up for the live skills that interest you. Learn from a live facilitator and grow with real-time feedback and peer-to-peer learning.

Level Up Membership Recommended Learning

Foundational management skills

- Coaching Skills
- Feedback Skills for Managers
- Productivity & Prioritization for Managers
- Effective 1:1s

Additional workshops

- Behavior of Inclusion
- Adaptivity and Resilience
- Career Growth
- Delivery Skills

Courses & Resources

- On-demand interactive courses
- Control companion resources (templates, videos, and more)

What to expect

Workshops are 2 hours, interactive, and taught by an expert facilitator. Weekly live workshops offer a variety of live skills - sign up for the live skills that interest you. Learn from a live facilitator and grow with real-time feedback and peer-to-peer learning.

Lead Up Membership Recommended Learning

Skills for managing groups & teams

- Strategic Thinking
- Managing Meetings
- Leading Change
- People Development

Foundational management skills

- Coaching Skills
- Feedback Skills for Managers
- Productivity & Prioritization for Managers
- Effective 1:1s

Additional workshops

- Behavior of Inclusion
- Adaptivity and Resilience
- Career Growth
- Delivery Skills

Courses & Resources

- On-demand interactive courses
- Control companion resources (templates, videos, and more)

What to expect

Workshops are 2 hours, interactive, and taught by an expert facilitator. Weekly live workshops offer a variety of live skills - sign up for the live skills that interest you. Learn from a live facilitator and grow with real-time feedback and peer-to-peer learning.

[Skill Up Recommendations](#)

[Level Up Recommendations](#)

[Lead Up Recommendations](#)

Admin Support

The Membership [Knowledge Base](#) offers articles and how-to guides for managing your Membership program. Here are some popular articles:

Getting Started

[Access your LifeLabs Learning admin account for the first time](#)

[Quick-start guide to the LifeLabs Learning Platform](#)

[How to add learners manually to your account](#)

[Bulk upload learners to your account](#)

Assign Learning

[Assign workshops to your Learners](#)

[Assign courses and resources](#)

Reporting

[Access and download learner transcripts](#)

[Check workshop attendance and learner feedback](#)

[Check course and resource completion](#)



Have remaining questions or ideas? Contact your LifeLabs Learning Consultant or email support@lifelabslearning.com for support.

**LifeLabs⁷
Learning**

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