

Client Toolkit

Team Training



Contents

Team Training Checklist	4
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Program Announcements	5
Email Templates for Learner Communication	5
Email Template for Managers of Learners	7
Social Media Post	8
Intranet Post	8
Social Media Graphics for Company Page	8

Learner Resources	9
Learner One Pagers	9
Social Media Templates for Learners	9

Workshop Logistics and Setup	11
Recommended Attendance Policies	11
Workshop Setup	12

Admin Support	14
Getting Started	14
Assign Learning	14
Reporting	14

Team Training Checklist

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

Before program starts

Set up live onboarding: Set up your onboarding meeting to kickoff your program align on success metrics, and create an action plan for driving attendance.

Share your scheduling preferences: Fill out the [Scheduling Preferences Form](#).

Announce your program: Send out an email to your learners to inform them of their access to their LifeLabs Learning account.

Upload your team list: [Add your team list](#) to your LifeLabs Learning Platform 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 out the resource library: Encourage learners to review the [resource library](#) to keep the learning going.

Plan for Success: Schedule a call with your Impact Consultant before the program is over.

When program ends

Make the Learning Stick: Have a conversation with your LifeLabs Impact Consultant to make a plan for optimal learning retention.

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 three email templates you can use to get your learners excited about their upcoming program. 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: Introduction to LifeLabs Learning ([Click here to open the template](#))

Subject: Your new training starts in **[30]** days!

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), the go-to training resource for companies like Etsy, Target, and Duolingo. Together, we've designed **[PROGRAM NAME]** to give you the skills to make your job easier and help you **[BENEFIT 1]** and **[BENEFIT 2]**.

You have a spot in our new program starting on **[DATE]**!

Here's what you can expect:

- **[X]** workshops, one **[EVERY OTHER WEEK FOR 8 WEEKS, PLUS A PRACTICE SESSION 3 MONTHS LATER]**.
- Each workshop is just 2 hours, science-based, interactive, and packed with practical tools you can use right away.
- Attendance is **[EXPECTED/ENCOURAGED/OFFERED ON A FIRST-COME, FIRST-SERVED BASIS]**.

Stay tuned for calendar invites! And don't hesitate to reach out if you have any questions.

Best,
[SIGNATURE]

Email 2: Program Sneak Peek and Learner Testimonials ([Click here to open the template](#))

Subject: Your new learning journey starts in 2 weeks. Get the scoop!

Hi **[NAME]**,

Your **[PROGRAM NAME]** training with LifeLabs Learning kicks off in just **[XX]** days, and we're giving you a sneak peek at what makes this new program so special.

Check out this short video (<https://lifelabsworksheets.com/video>) to meet the passionate LifeLabs team and see their unique approach to training. Here's what you can expect:

Actionable skills – Get practical tools you can put to use the same day.

Engaging & fun – Enjoy short, interactive, and playful workshops.

Long-term impact – Develop skills that stick with you and fuel your success.

After participating in **[PROGRAM NAME]**, you'll be well equipped to: **[CHOOSE 3-4 BULLETS BELOW]**

- Give clear and impactful feedback
- Motivate and empower your team
- Lead productive and focused meetings
- Navigate change with confidence
- Make smarter and faster decisions
- Build trust and influence with others
- Identify opportunities for growth
- Resolve problems with ease
- Take control of your productivity

LifeLabs learners are raving about the program! See what others are saying:

"The lessons really stuck with me because I was able to immediately put them into practice."

"The curriculum was fantastic. The information was pithy, interesting, and most importantly, actionable."

"I'm still putting the tools to work 6 months later – happier and more effective than ever."

We're excited for you to start this learning journey! Watch for more details to come.

Best,
[SIGNATURE]

Email 3: Upcoming Training ([Click here to open the template](#))

Subject: Training is in **[3]** days! Get ready for your session now.

Your **[PROGRAM NAME]** training is just around the corner!

To get ready for your session, visit your dashboard (<https://lifelabsworksheets.com/dashboard>) and click on the event to learn how to prepare. Watch this 2-minute video to learn how to log in to your account and join your workshop: <https://www.youtube.com/watch?v=sBPFT2ojArk>

How to join your live workshop:

30 minutes before the session, you'll get an email reminding you to join. When it's time to join, just click "Join Event" in your email. This will bring you to the event page in the platform where you'll click "Join Now" to join the workshop.

You can also join using the link in your calendar invite.

If you can't attend the session, be sure to reach out to your learning administrator to let them know.

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. It is designed to arm them with core skills to become outstanding in their role. The program consists of: **[ENTER WORKSHOP NAMES]**.

Can you help **[NAMES]** get the most out of the program? Please encourage attendance, and discuss workshop takeaways during your 1-1s. Here's a sample message you can share:

"I'm excited for you to take the LifeLabs workshops. 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 obstacles might keep you from attending? I want to make sure we make the time for you to commit to this!"

Please let me know if you have any questions!

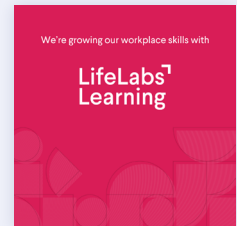
Best,
[SIGNATURE]

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 partnering with **@LifeLabs Learning** to support our managers and teams in growing stronger together!

We developed a training program packed with practical tools to make work more efficient and impactful. From helping us **[BENEFIT 1]** to **[BENEFIT 2]**, we're excited to see how it strengthens our connections, sharpens our focus, and builds confident team leaders.

Have you experienced LifeLabs Learning? What's been your biggest takeaway? We'd love to hear your insights!

#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 Announcement Post

🌟 We're Partnering with LifeLabs Learning!

We're excited to announce **[PROGRAM NAME]**, a training program led by LifeLabs Learning (lifelabslearning.com) that will help us grow together, build stronger connections, and become even better leaders.

Here's what you can expect:

- **[5]** workshops, one **[EVERY OTHER WEEK FOR 8 WEEKS, PLUS A PRACTICE SESSION 3 MONTHS LATER]**.
- Each workshop is just 2 hours, science-based, interactive, and packed with practical tools you can use right away.
- Attendance is **[EXPECTED/ENCOURAGED/OFFERED ON A FIRST-COME, FIRST-SERVED BASIS]**.

Stay tuned for individual calendar invites!

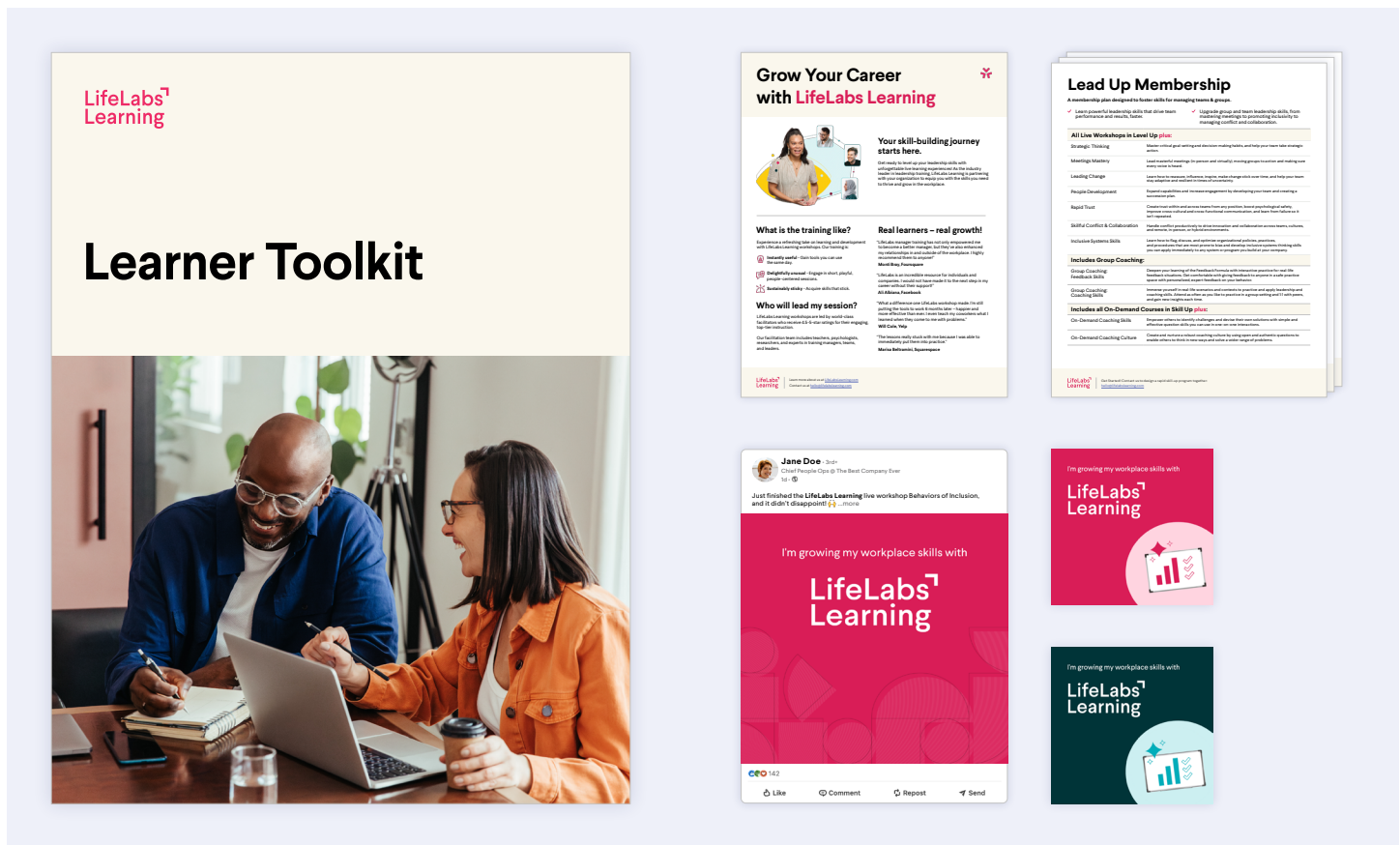
Here's to learning and growing together! 🍌

Learner Resources

Learner Toolkit

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

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



Workshop Logistics and Setup

Recommended Attendance Policies

Set clear expectations about attendance etiquette. Then, reinforce attendance by following up if someone didn't attend, running skill assessments, giving out completion stickers or certificates, and using attendance to unlock perks, promotions, and advanced workshops.

Examples of attendance policies:

Mandatory: Only recommended if there is a strong benefit statement delivered by a respected leader	As a manager here, your role includes investing in your growth and the growth of others. So, we've partnered with LifeLabs Learning to bring world-class training your way. To create shared vocabulary and expectations, we are requiring all managers to attend. Please alert us to any scheduling challenges this week, as we will be tracking attendance to make sure everyone gets to complete the program.
Expected: Recommended for CORE programs and Org-Wide initiatives	Giving and receiving feedback is at the heart of what makes us successful as a company. So, we've partnered with LifeLabs Learning to bring world-class training your way. We expect that everyone will make time to attend. Please alert us to any scheduling challenges this week (we pay about \$250 per person, so please help us put these funds to good use).
Encouraged: Recommended for All-Staff Enrichment	<p>We want to invest in your continued growth and learning. So, we've partnered with LifeLabs Learning to bring world-class training your way. Please work with your team and manager to make time to attend.</p> <p>Spots are available on a first come, first served basis, so sign up asap. We usually have a wait list, so if you sign up and don't attend, you will not be able to take future workshops.</p>

Workshop Setup



For in-person workshops:

- **A/V:** we'll need a projector or a TV monitor (no mic or audio needed). We'll bring adapters for our laptops to work with any input setting.
- **Room setup:** participants should be able to turn to each other and move around. Light, sound, and temperature make a big impact on learning (avoid dim, loud, cold, or hot spaces).
- **Supplies:** please provide pens and Post-its (we'll provide all worksheets).
- **Time:** your instructor will arrive 10 minutes before the workshop to set up.
- **Welcome message:** we suggest kicking off the first workshop with a one-minute welcome from you and/or someone on the executive team.

For example:

"We're excited to launch this program and offer you new growth and learning opportunities. We're very happy to partner with LifeLabs Learning. They work with hundreds of innovative companies (like Lyft, TED, Reddit, and Sony Music) and have an outstanding reputation. So please give it your all. Stay off laptops and phones. And use this as an opportunity to learn from LifeLabs and one another."

For virtual workshops:

- **Participant prep:** send everyone a message to help them prepare.

For example:

"Hi there! You'll be joining a live, virtual workshop with LifeLabs Learning. To make sure the session runs smoothly, please do the following:

- *Watch this 2-minute video to learn how to log in to your account and join your workshop: <https://www.youtube.com/watch?v=sBPFT2ojArk>*
- *Download and test Zoom at least one day before the workshop (it takes 2 minutes): https://zoom.us/download#client_4meeting*
- *Set up your own laptop, headphones, and camera, to dial-in individually. Why? This is an interactive session. As we practice the exercises, you will be put into digital breakout rooms.*
- *Find a quiet place to dial in from. Since this is an interactive session, please find a spot with minimal audio/visual distractions. If this isn't available while working from home - we welcome the chaos! Kids, pets, and other cohabitators in the background are welcome.*
- *Bring a pen, paper, and worksheet attached in your calendar invite*
- *Have a camera on and headphones in."*

For blended workshops:

(Combining in-person and virtual participants)

- **Fewer than half of attendees should be joining virtually:** exercises are only designed to accommodate a small number of virtual participants. Speak with your Program Consultant if this will be an issue.
- **Laptop in the room:** place a laptop on the table facing the Facilitator so the Facilitator can see remote participants and vice versa.
- **Cameras on:** ask participants to keep their cameras on so they're fully present.
- **Worksheets:** ask remote participants to print the worksheets attached in the calendar invites.
- **Tech support:** Have someone in the room who can help the Facilitator set up and test the tech.
- **Bonus tips to make it an even better experience:**
 - Provide headphones in case an in-person student partners with a remote student.
 - Ask virtual participants to join 5 minutes early to test the tech set up.
 - Assign a dedicated supporter who will be in the room throughout the session and can help if there are tech difficulties (this can be you or one of the participants).

For avatar workshops:

(Facilitator is virtual, participants are together in person)

- **Camera/screen in the room:** Use the Zoom link in the invite to log in to the session on the shared conference room screen. The camera should be facing the room so that the facilitator can see participants.
- **Cameras on:** ask participants to keep their cameras on (if joining on individual laptops), or the main camera (if on one camera) so they're fully present.
- **Audio:** Have a speaker and microphone connected to the display so that participants can hear the facilitator and the facilitator can hear the participants.
- **Worksheets:** ask remote participants to print the worksheets attached in the calendar invites.
- **Tech support:** Have someone in the room who can help the Facilitator set up and test the tech.
- **Bonus tips to make it an even better experience:**
 - Provide headphones in case an in-person student partners with a remote student.
 - Ask virtual participants to join 5 minutes early to test the tech set up.
 - Assign a dedicated supporter who will be in the room throughout the session and can help if there are tech difficulties (this can be you or one of the

For large group workshops:

(Event-style or large-group format)

- **Audio:** We recommend that the facilitator be mic-ed up
- **Participation helper:** Have someone from your team serve as a mic runner who will stay on the lookout for folks who have their hands raised with questions. This is important so that the group feels they have a voice and can ask questions at any moment. They can also hand out the worksheets and assist with exercises.

Admin Support

The platform [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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