



## Birkman Enterprise Communication 4: Meeting Invite – Introduction to Birkman Enterprise Workshop - Champions

Suggested Implementation order	Audience	Suggested Sender	Communication Purpose and Description
4	Champions	Organization Leader/Sponsor of Birkman Enterprise	Invite champions to a workshop to teach them how to get started on MyBirkman and what is expected of their role. Refer to the <i>Introduction to Birkman Enterprise - Champions</i> workshop materials in <a href="#">Birkman LearnUpon</a> .

**Instructions:** Tailor this meeting invitation to meet your organization’s needs and Learning Management System/Registration process for training workshops.

### Meeting Invitation Template:

Please attend this meeting to learn more about your role as a Birkman Enterprise champion. We will review:

- How Birkman Enterprise fits into our organization’s goals
- What is Birkman Enterprise
- What is the MyBirkman platform and how to use it
- Next steps and your commitment to bringing Birkman to life at our organization

### Questions or want to learn more?

Contact <<<[Insert your organization’s Birkman Enterprise contact person](#)>>>