



Birkman Enterprise Communication 6: Reminder to complete Birkman Method Questionnaire

Suggested Implementation order	Audience	Suggested Sender	Communication Purpose and Description
6 (Optional)	All participants being introduced to Birkman Enterprise	Organization Leader/Sponsor of Birkman Enterprise	Send a customized email reminder to complete Birkman Method Questionnaire and next steps. OR Send an automatic email through BirkmanDirect

Instructions: Tailor this communication to fit your organization’s brand, voice, and established development goals.

Email Template:

As a reminder, you received an email on <<<Insert date >>> announcing a new initiative to support our organization’s <<insert leadership and organizational development goals>> – Birkman Enterprise.

Action Items – Due <<Insert Date>>

1. **Take the Birkman Method Questionnaire.** Refer to the email from birkmanquestionnaire@birkman.com and follow the link to complete the questionnaire.
2. **Register for MyBirkman.** After completing The Birkman Questionnaire, you will receive a second email from support@birkman.com instructing you to register for the MyBirkman platform.
3. **Complete 2-minute survey here.** This survey's purpose is to learn more about your work experience so that Birkman learning solutions can best help our organization.
4. **Attend the Introduction to MyBirkman workshop.** We will be offering workshops for the organization and individual teams on how to use Birkman Enterprise and the MyBirkman platform to accelerate team performance and leadership development on-the-job. **OR** Join us on <<Insert date>> to learn more about this program and the powerful tools available to transform the way you work and your relationships. To register <<Insert details>>.

Questions or want to learn more?

Contact <<<Insert your organization’s Birkman Enterprise contact person>>>