



## Birkman Enterprise Communication 8: Meeting Invite – *What is MyBirkman Kick-off* Workshop

| Suggested Implementation order | Audience                               | Suggested Sender | Communication Purpose and Description  |
|--------------------------------|--|------------------|--|
| 8                              | All participants enrolled in MyBirkman | Facilitator      | Invitation to attend the <i>What is MyBirkman Kick-off</i> workshop to teach them how to get started on MyBirkman.<br><br>Tailor the meeting invitation and refer to the <i>What is MyBirkman Kick-off</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 our organization’s new professional development tool, MyBirkman. In this interactive workshop you will:

- Learn about the science and methodology behind The Birkman Method
- Explore your perceptions using Birkman Method terminology
- Experience the MyBirkman platform and how to use it
- Unlock useful tools to continue learning about yourself and your colleagues using the resources

### Pre-work:

Prior to the workshop, please complete the following tasks:

1. **Register for and log in to the MyBirkman.com platform.** Look for an email from [support@birkman.com](mailto:support@birkman.com) with instructions.
2. **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.

### Questions or want to learn more?

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