Template 2b: Promotional Email for Team Exercise Workshop

Dear Colleagues:

On DATE, we will be holding a X-hour workshop about the sustainable management of small and rural utilities. The objectives of the workshop are:

* To educate (STAFF/BOARD MEMBERS/STAKEHOLDERS) about the ten key management areas of effectively managed utilities;
* To help us identify our system’s strengths and weaknesses through a self assessment exercise;
* To prioritize areas to focus improvement efforts on; and
* To communicate improvement priorities to (STAFF/BOARD MEMBERS/STAKEHOLDERS).

Staff members in DEPARTMENT X and DEPARTMENT Y are expected to attend, in addition to (BOARD MEMBERS/STAKEHOLDERS – if applicable).

**Sustainable Management of Rural and Small Systems Workshop**

DATE

START TIME – END TIME

LOCATION

WHAT TO BRING (e.g., lunch, notebook, pen, etc.)

If you have any questions about this workshop, please contact NAME at EMAIL/PHONE.

We look forward to seeing you there!

Sincerely,

X