**Use these templates as a guide to schedule your workshops and encourage participation!**

**WORKSHOP #1 INVITATION TEMPLATE**

Subject: Defining Our Organizational Values – Workshop #1

Hi team,

We know that building a culture here at [your company name] that reflects the essential qualities that make us, ***us*** is critical to achieving our long-term purpose and strategy. One of the most important elements of a strong, sustainable culture is defining the organizational values that reflect ***how*** we work, not just the work we do.

Please join me for two interactive workshops where we will define the values that will help us drive our organization forward. You should have received invitations for both workshops. The first is on [date]; the second is on [date].

To facilitate this process, we’ll be using Blue Beyond’s Values Navigator™ Cards, a comprehensive set of cards that feature 88 universal organizational values. The cards provide a simple, yet powerful tool to align on and prioritize our values and the actions and behaviors that support them.

In preparation for our first workshop, please spend some time thinking about:

* Any values that you feel are central to our organization’s success now and in the future;
* Who we are as an organization and who we aspire to be;
* The ways in which our culture shows up in your day-to-day role.

If you have any questions prior to our workshop, please don’t hesitate to [contact me]. I look forward to an engaging and rewarding session.

**WORKSHOP #2 INVITATION TEMPLATE**

Subject: Defining Our Organizational Values – Workshop #2

Hi team,

Please join me for two interactive workshops where we will define the values that will help us drive our organization forward. You should have received invitations for both workshops. The first is on [date]; the second is on [date].

In this second workshop, we’ll build on our discussion and progress from workshop #1. We’ll focus on defining each of our values and developing the behaviors that demonstrate these values in action.

If you have any questions prior to our workshop, please don’t hesitate to [contact me]. I look forward to an engaging and rewarding session.

**WORKSHOP #2 REMINDER TEMPLATE (OPTIONAL)**

Subject: Defining Our Organizational Values – Workshop #2

Hi team,

Thank you for all the wonderful input and dialogue during our first organizational values workshop. We are well on our way to defining a strong, sustainable culture that will equip [your company name] to succeed now and in the future.

Our next workshop is scheduled on [date], and you should have the invitation on your calendar. During our time together, we’ll focus on defining each of the values we’ve identified and developing the actions and behaviors that demonstrate these values in action.

I look forward to another dynamic and interactive session as we continue to advance our values work.