**Internal Bucketlist Announcement - email communication #4**

**What:** This communication is for inviting people to the Bucketlist training sessions.

**When:** Send out in advance of the training sessions.

**Who:** Everyone in the organization. If needed, adjust the template based on the group you are inviting - i.e. ambassadors, managers, individual contributors, etc.

Please edit the communication to best fit your needs.

**Email Communication**

**Subject:** Join us for an Informative Training Session on our New Recognition and Reward Program!

**Body:**

We hope this email finds you well. As you are aware, we are introducing a new recognition and reward program, Bucketlist. With this new program, we are taking it to the next level by introducing exciting initiatives and rewards that will not only inspire you but also make you feel valued and motivated. To ensure that everyone is equipped with the knowledge and tools to fully utilize the Bucketlist program's features and benefits, we are thrilled to invite you to a comprehensive training session.

The training session will provide an in-depth overview of the program, its functionalities, and how you can actively participate in recognizing and rewarding your colleagues' exceptional efforts. This session is an excellent opportunity to gain valuable insights and make the most of this exciting initiative.

Here are the details:

Date: [Date]

Time: [Time]

Location: [Venue or Virtual Platform]

During the session, we will cover the following topics:

1. Program Overview: We'll start by providing an overview of the Recognition and Reward Program, explaining its purpose, goals, and the importance of cultivating a culture of appreciation within our team.

2. Navigating the Platform: We'll walk you through the user-friendly platform we've developed, demonstrating how to access it, navigate its features, and effectively utilize its capabilities to recognize your colleagues.

3. Rewards and Incentives: We'll delve into the exciting world of rewards, exploring the different options available and how you can earn and redeem them. You'll also learn about the monthly and annual awards and how you can strive for these prestigious accolades.

4. Guidelines and Best Practices: To ensure consistency and fairness, we will discuss the guidelines and best practices for giving and receiving recognition. You'll gain insights into how to craft meaningful and impactful recognition messages and make the most of the program's features.

5. Q&A Session: Towards the end of the training, we will open the floor for any questions, clarifications, or suggestions you may have. This is an excellent opportunity to address any doubts and ensure that everyone feels confident and empowered to participate fully in the program.

We highly encourage your attendance at this training session, as it will equip you with the knowledge and tools to make the Recognition and Reward Program a resounding success for both you and your colleagues.

If you are unable to attend, please let us know, and we'll make arrangements to provide you with the necessary training materials and resources.

Thank you for your enthusiasm and support for our Recognition and Reward Program. We look forward to your active participation and to seeing the positive impact this program will have on our team.

Should you have any questions or need further information, please don't hesitate to reach out to [Name] at [Contact Information].

Let's embark on this exciting journey together!