

Email Templates for CYW Facilitators

The CYW Team has created email templates to assist you as you communicate with your participants. Please feel free to add your own touches and get creative, or you can use these as they are! Just look out for blanks that require your personal input.

Welcome & First Lesson Instructions (To send to participants 24 hours before your first Transformation Tables group)

Subject: Welcome to Change Your World Transformation Tables!

Thank you for joining me to participate in Change Your World Transformation Tables! We'll begin on [Date] at [Time] and continue once a week for the next 6 weeks. I'm looking forward to sharing this experience with you all! Here are a few helpful tips for our first meeting:

[IF VIRTUAL MEETING] On ChangeYourWorld.com, if you go to your table on your Dashboard, you will see the Details [drop down] in the box for each lesson. There you can find the virtual conference room link for our meeting and general meeting details.

[IF IN PERSON] On ChangeYourWorld.com, if you go to your table on your Dashboard, you will see the Details [drop down] in the box for each lesson. There you will see the address for our meeting place and general meeting details.

You will also now be able to download Lesson 1 as a PDF. In the Lesson 1 box in your table, click the blue "Download" link. This will open up a PDF to download. You can keep it on your computer/mobile phone or print it out, whichever you prefer - just make sure you have it ready to view for the meeting!

Please feel free to reach out if you have any questions.

Thank you for being on this journey with me and for choosing to make a positive difference in the world by investing in yourself!

[name]

What to Expect on the Journey (to send to participants after Lesson 1)

Subject: Thanks for participating in Lesson 1 with Change Your World!

Thank you for joining me to participate in Change Your World Transformation Tables! Lesson 1 was incredible and I'm excited to continue once a week for the next 5 weeks. Keep your Action Step in mind this week and be ready to let us know how it went at our second meeting.

I wanted to take a moment to remind us where we are going on the journey.

Transformation Tables provide values-based leadership development content through a methodology that encourages self-reflection and consistent action. The goal is to experience personal transformation at a foundational level before moving to bring transformation to others.

In our Value Tables, We will walk through 6 values-based lessons, listed below:

Hope
Listening
Valuing Every Person
Integrity
Forgiveness
Multiplication

This is the first phase of the Change Your World journey. After our last lesson, we will have the opportunity to take the post-assessment to our Values Table and then move to the next phase, Action Tables. Action Tables build on the foundation of living good values by focusing on learning to move from good intentions to good actions. As we get closer, we'll learn more about these.

Thank you again for participating, I'm looking forward to our next

meeting! [\[name\]](#)

Troubleshooting: If a Participant Has Not Participated Yet (after first lesson)

Subject: Sorry we missed you at CYW Transformation Tables!

Hello [participant name],

I'm sorry we missed you at our Change Your World Transformation Tables group on [date]. We will be meeting again next week on [date & time]. If this time does not work for you, or if you did not mean to sign up for this time, you can remove yourself from the table by clicking the three grey dots in the right hand corner of your screen.

Thank you, [name]

Intro to Action Tables (After Lesson 5)

Subject: Coming up next: CYW Action Tables!

Thank you for being a part of CYW Values Tables! You're nearing the end of this phase, and I want to let you know what's next: Action Tables!

Action Tables consist of 6 lessons over 6 weeks (just like Values Tables) but are focused on learning to move from good intentions to good actions. We'll be reflecting on our own ability to move past just saying we'll do something to actually doing it. We'll also begin to think about how we can partner with others taking action to make our world a better place!

The Action Table lesson titles are listed below:

Lifestyles of Successful People
You Can Make Your Life a Great Story
Putting your Purpose into Action
Everyday Essentials - Living a Life of Significance
Making a Difference Together
Creating a Meaningful Scorecard

During your Values Table Post-Assessment, you will have the opportunity to decide to continue through to Action Tables. Make sure to take the Post-Assessment when prompted after your last lesson!

Looking forward to our last meeting!

[name]

Action Tables Next Steps (if your group has decided to continue to Action Tables together)

Subject: Let's get ready for CYW Action Tables!

Thank you all for choosing to continue with Action Tables as a group! I am looking forward to sharing this next part of the journey with you.

We will continue to meet on the same day of the week at the same time [insert days and times] and will begin on [insert date]. [It's important to have a discussion with the group beforehand to confirm this time still works for everyone.]

I will be setting up our Action Table, and you will receive another email invitation from changeyourworld@email.johnmaxwell.com to join the table. I will send this to the same email you gave me for our Values Table; you will not need to create a new account. Make sure to check your inbox! [Give them a timeframe, or tell them when you send it.]

If you have any issues receiving the email, please let me know!

Thank you,
[name]

Next Steps (if your group has decided not to continue to Action Tables)

Subject: Start your own CYW Transformation Tables!

Thank you all for joining me for 6 weeks of Transformation Tables. I am not able to continue on with phase 2, Action Tables. I would encourage you each to go to Settings on the website to take your facilitator training if you have not already. Then you, too, can model leading Transformation Tables with friends, family, and others in your sphere of influence. Once you have led a group through the first six lessons, you can also choose to continue with Action Tables as a group! I wish you the very best as you pursue adding value to others. It is a rewarding experience.

If you have any issues becoming a facilitator or creating your own Transformation Tables, you can feel free to reach out and ask. I'd be glad to help. Or you can contact the CYW Team through Support on the website.

Thank you,
[name]

Action Center - Next Steps (if your group has decided to work together to create Action Plans together)

Subject: Let's get ready to explore the CYW Action Center!

Thank you all for this incredible gift of connecting through Transformation Tables these past 12 weeks! I am looking forward to sharing this next part of the journey with you.

We will continue to meet on the same day of the week at the same time [insert days and times] and will begin on [insert date]. [It's important to have a discussion with the group beforehand to confirm this time still works for everyone. Maybe you choose to meet for 2-3 more weeks to give everyone time to work on their Action plans. This is completely up to you how you would like to continue. You may also choose to continue with more Transformation Tables using the lessons provided in the Action Center.]

There is not a table for the Action Center at ChangeYourWorld.com, so please watch for an email from me with my virtual conference room link and the time/day that we will be meeting to add it to your calendar. We will work together to encourage each other in creating an Action Plan for how we would like to continue our own personal journey of changing our world.

Please come prepared with which Action Plan template you prefer.

Thank you,
[name]