

## BOOK GROUP COMMUNICATIONS TEMPLATES

### Getting the Group Started

Leading a book-club style discussion with your team is an excellent way to put the powerful phrases into action. We've included sample email templates and a meeting schedule to make establishing your book club even easier.

We recommend meeting weekly over a period of 8 weeks, but the timing and length can vary based on your needs and the activities you select. Some meetings will be longer than others depending on the activity, but we suggest scheduling 90 minutes to give you plenty of time. NOTE: These templates are just a starting point to assist you in communicating with your team and launching a successful group. Please edit as you see fit!

Templates Include:

- Sample Emails
  - Introduction and Invite Email
  - Meeting Reminder
  - 8-Week Meeting Reminders (for longer book groups)
- Sample Schedules
  - One-time Meeting Agenda
  - 4-Week Schedule
  - 8-Week Schedule

### Sample Emails

#### **Email 1: Introduction and Invitation**

*For use with all meeting schedules*

SUBJECT: Invitation: Join Our Powerful Phrases Book Group

Dear Team,

I am excited to announce the formation of our 2024 book group focusing on *Powerful Phrases for Dealing with Workplace Conflict* by Karin Hurt and David Dye. This insightful book offers practical strategies to navigate workplace conflicts effectively. You will each receive a copy of the book [this week].

I believe this book group will be a valuable opportunity for personal and professional growth, fostering a positive work environment and novel approaches to our teamwork. The meeting format will vary, but it will include group discussion, training and teambuilding activities, and role-playing scenarios.

The group will meet [weekly on Wednesdays at 3:30 PM in the conference room, starting from June 5, 2024] over a period of [8 weeks]. I've attached a meeting schedule to this email and will send calendar invites shortly. Please note the pre-reading assignments prior to each meeting date and come prepared to discuss and collaborate.

Looking forward to an enriching experience together!

Best Regards,  
[Your Name]

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**Email 2: Meeting Reminder**

*For use with all meeting schedules*

SUBJECT: Meeting Reminder: *Powerful Phrases*

Dear Team:

Thank you for being a part of our book group for *Powerful Phrases for Dealing with Workplace Conflict*. Our first meeting is scheduled for [Date and Time] in the {conference room or dial-in information}.

Pre-Work

-Read Section I of *Powerful Phrases* prior to meeting

Agenda for the first meeting:

- Getting Started: Introduction and Questions
- Discussion on Section I of *Powerful Phrases*

I am looking forward to a fruitful discussion and valuable learning experience.

Warm regards,  
[Your Name]

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**Email 3: Reminder for Meeting 2**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: Book Group Meeting 2 on [Date]

Dear Team,

This is a friendly reminder about our upcoming book group meeting on [Date] at [Time] in [the conference room]. We will be discussing Sections II and III of *Powerful Phrases for Dealing with Workplace Conflict*.

Agenda for Meeting 2

- Key takeaways from the sections
- Discussion on The New World of Work

Please be sure to read Sections II and III of *Powerful Phrases* before the meeting and come prepared to share your thoughts and experiences. Your participation is crucial for a lively and insightful discussion.

See you there!

Best,  
[Your Name]

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**Email 4: Reminder for Meeting 3**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: Book Group Meeting 3 on [Date]

Dear Team,

This is a friendly reminder about our upcoming book group meeting on [Date] at [Time] in [the conference room]. We will be discussing Sections II and III of *Powerful Phrases for Dealing with Workplace Conflict*.

Agenda for Meeting 3

- Key takeaways from the sections
- Discussion on Tackling Tricky Work Situations

Please be sure to read Section IV of *Powerful Phrases* before the meeting.

Your commitment to personal and professional development is commendable. Let's continue to support each other in applying these powerful phrases in our workplace.

Looking forward to seeing you there!

Best regards,  
[Your Name]

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**Email 5: Reminder for Meeting 4**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: Book Group Meeting 4 on [Date]

Dear Team,

This is a friendly reminder about our upcoming book group meeting on [Date] at [Time] in [the conference room]. We will be discussing Sections V and VI of *Powerful Phrases for Dealing with Workplace Conflict*.

Agenda for Meeting 4

- Key takeaways from the sections
- Discussion on Dealing with Difficult People

Please be sure to read Sections V and VI of *Powerful Phrases* before the meeting.

Your feedback is crucial for making our book group a more enriching experience for everyone.

Looking forward to hearing your insights!

Best regards,  
[Your Name]

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**Email 6: Reminder for Meeting 5**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: Book Group Meeting 5 on [Date]

Dear Team,

We are at the midpoint of our book group, and I can already see a difference in our approach to challenges and communicating as a team. Great work!

Our meetings will be transitioning into more group activities and applying what we've learned in a more interactive way.

The next book group meeting is on [Date] at [Time] in [the conference room] where we will be learning about "Conflict Cocktails:" what they are and how they impact our work.

**Agenda for Meeting 5**

- Crafting Your Own Conflict Cocktails

There is no pre-work for this meeting. And while we won't be making actual cocktails, I promise this meeting will be fun and insightful!

See you then!

Best regards,  
[Your Name]

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**Email 7: Reminder for Meeting 6**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: Book Group Meeting 6 on [Date]

Dear Team,

This is a friendly reminder about our upcoming book group meeting on [Date] at [Time] in [the conference room].

**Agenda for Meeting 6**

- Reflective Phrase Mapping

There is no pre-work for this meeting, but your input is crucial for your growth and our collective success.

Remember, we are in this together!

Best regards,  
[Your Name]

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**Email 8: Reminder for Meeting 7**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: Book Group Meeting 7 on [Date]

Dear Team,

This is your friendly reminder about our upcoming book group meeting on [Date] at [Time] in [the conference room]. We will be doing some work around the Greatest of All Time (GOAT) Powerful Phrases.

Agenda for Meeting 7

- GOAT "Citings"

There is no pre-work for this meeting. This activity promises to be a fantastic opportunity to gain insight and advice from one another, so let's make the most out of it.

Looking forward to a great session!

Best regards,  
[Your Name]

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**Email 9: Reminder for Meeting 8**

*For use with longer 8-week meeting schedule*

SUBJECT: Reminder: FINAL Book Group Meeting 8 on [Date]

Dear Team,

Well, we've made it to our last meeting of our *Powerful Phrases* book group. The final book group meeting will be on [Date] at [Time] in [the conference room].

Agenda for Meeting 8

- Role Playing Exercises

- How to Say No Scenarios
- Dealing with a Credit Stealer Scenarios
- Feeling Overwhelmed Scenarios

There is no pre-work for this meeting, and we will be spending the last session focusing on real-world scenarios. The role playing will provide perspective into challenging work situations, allowing us to see both sides of a problem.

Looking forward to a great final session!

Best regards,  
[Your Name]

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**Email 10: Post Book Group Feedback**

*For use with longer 8-week meeting schedule*

SUBJECT: Your Feedback Needed: Shaping Future Book Groups

Dear Team,

As we conclude our book group for *Powerful Phrases for Dealing with Workplace Conflict*, I would like to extend my gratitude to each one of you for your insightful contributions and commitment.

To make future book groups even more beneficial, please take a moment and send me your feedback [or insert an internal survey link here]. Your input on what worked well and what can be improved is invaluable. Also, if you have any book suggestions or topics of interest, please feel free to share them as well.

Thank you once again for being an integral part of this enriching experience.

Best regards,  
[Your Name]

## Sample Meeting Schedules

### One-Time Meeting Agenda

This single meeting agenda is recommended to those with major time constraints and provides the opportunity to discuss the book and complete a few of the group activities over a 90-minute session. Select a few of the suggested group discussion questions and one-two practical activities for your team.

### **Collaborative Conversations with Powerful Phrases [Day/Time/Location] Agenda**

<u>Book Discussion</u>	30 minutes
<ul style="list-style-type: none"><li>• The New World of Work</li><li>• The GOATs</li><li>• Tricky Workplace Situations</li><li>• Difficult People</li></ul>	
<u>Group Activity</u> Conflict Cocktails	30 minutes
<u>Role Playing</u> Feeling Overwhelmed Scenarios	30 minutes

### 4-Week Meeting Schedule

This meeting schedule combines book discussion and several activities over a four-week timeframe. All the segments of the guide are “plug and play,” so select the topics for discussion and activities that will make the most impact on your team.

### **Collaborative Conversations with Powerful Phrases 4-Week Book Club Meeting Schedule**

Meeting 1-Getting Started and The New World of Work Pre-Read Sections I-III of Powerful Phrases Activity: Goat Citings	Wednesday, June 5, 2024 3:30pm-4:30pm
Meeting 2- Reflective Phrase Mapping Activity Pre-Read Section II and III of Powerful Phrases Activity: Role Playing	Wednesday, June 12, 2024 3:30pm-4:30pm
Meeting 3- Tackling Tricky Workplace Situations And Communicating with Difficult People Pre-Read Section IV-V Activity: Role Playing	Wednesday, June 19, 2024 3:30pm-4:30pm
Meeting 4-Conflict Cocktails Activity No pre-reading necessary	Wednesday, July 3, 2024 3:30pm-4:30pm

### **8-Week Sample Meeting Schedule**

This meeting schedule combines covers each book section and each group activity on an 8-week schedule for those who want to host a traditional book group style meeting. All the email reminders you need are available in the above email template section.

### **Collaborative Conversations with Powerful Phrases 8-Week Book Club Meeting Schedule**

Meeting 1-Introduction/Getting Started Pre-Read Section I of Powerful Phrases	Wednesday, June 5, 2024 3:30pm-5:00pm
Meeting 2-The New World of Work Pre-Read Section II and III of Powerful Phrases	Wednesday, June 12, 2024 3:30pm-5:00pm
Meeting 3- Tackling Tricky Workplace Situations Pre-Read Section IV of Powerful Phrases	Wednesday, June 19, 2024 3:30pm-5:00pm
Meeting 4-Communicating with Difficult People Pre-Read Sections V and VI of Powerful Phrases	Wednesday, June 26, 2024 3:30pm-5:00pm
Meeting 5-Conflict Cocktails Activity No pre-reading necessary	Wednesday, July 3, 2024 3:30pm-5:00pm
Meeting 6-Reflective Phrase Mapping Activity No pre-reading necessary	Wednesday, July 10, 2024 3:30pm-5:00pm
Meeting 7-GOAT "Citings" No pre-reading necessary	Wednesday, July 17, 2024 3:30pm-5:00pm
Meeting 8-Role Play Scenarios No pre-reading necessary	Wednesday, July 24, 2024 3:30pm-5:00pm