

## International Introductory Emails Prior to Mandatory Contacts with Instructors

*The sample emails below will guide you in organizing and planning the **four mandatory contacts** you will be making with your **NEW Instructors**.*

**Sample email for 1<sup>st</sup> mandatory contact (refer to Program Start Up Checklist for Roots of Empathy Instructors):**

Dear "Instructor Name",

As your Mentor, one of my responsibilities is to contact you at four crucial points throughout the Roots of Empathy program year. I would like to schedule a time for us to connect by phone before you begin your Roots of Empathy program. To help you prepare for program start up, please find attached the *Program Start Up Checklist* which we will review during our phone call.

I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.

***\*Prior to this phone call, please complete, copy, and paste the following information table for the Roots of Empathy program you are facilitating and send the completed information to me by e-mail:***

Best time to reach you:		School:		Parent:	
Your e-mail:		Grade:		Baby:	
Your Phone #:		Roots of Empathy Curriculum Level:		Baby DOB:	
Key Point Person:		Teacher Name:		Phone #s:	
Provincial/Program Manager:		Region/Province:		e-mail:	
Current Job Description (if applicable):					

**Sample email for 2<sup>nd</sup> mandatory contact (refer to Theme One Reflection for New Instructors):**

Dear "Instructor Name",

It was great speaking with you at the beginning of your program. Now that your program is under way, we should connect and discuss your thoughts regarding Theme One.

Attached to this email is a checklist designed to help you reflect on your program following the completion of your first theme.

I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.

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### **Sample e-mail for 3rd mandatory contact (refer to *Mid-Year Reflection, Self Reflection Questionnaire and Instructor Growth Plan*):**

Dear "Instructor Name",

As we approach the mid-year point of the Roots of Empathy program year, I would like to connect and discuss your thoughts regarding your program and any questions and/or concerns you might have (please see attached checklist of questions). We will also discuss the upcoming Mid-Year Training (you should receive your invitation from your KPP shortly) and scheduling the classroom visit.

Also attached to this e-mail is a *Self Reflection Questionnaire* designed to prepare you for our classroom visit. Please take a few moments to consider these questions carefully before we meet. Also attached is the *Instructor Growth Plan* which we will work on together after your classroom visit.

I look forward to hearing from you either by e-mail or by phone. If you would like to connect by phone I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.

### **Sample e-mail for 4th mandatory contact (refer to *Program Wrap Up Checklist for Roots of Empathy Instructors*):**

**\*NOTE: The final e-mail will be sent to you from your Senior Mentor and it will provide your Instructor with information regarding program wrap up. Please see the sample *Program Wrap Up Checklist*.**

**Please complete your e-mail with the following closing:**

It was wonderful to connect with you in person and meet your Roots of Empathy class. Now that you have had some time to reflect and work on any areas of growth identified in your *Instructor Growth Plan*, I would like to debrief with you on how you feel things are going.

I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.

## International Introductory Emails Prior to Mandatory Contacts with Instructors

The sample emails below will guide you with organizing and planning the **three mandatory contacts** you will be making with your **CERTIFIED Instructors**.

**Sample email for 1<sup>st</sup> mandatory contact (refer to Program Start Up Checklist for Roots of Empathy Instructors):**

Dear "Instructor Name",

As your Mentor, one of my responsibilities is to contact you at three crucial points throughout the Roots of Empathy program year. I would like to schedule a time for us to connect by phone before you begin your Roots of Empathy program. To help you prepare for program start up, please find attached the *Program Start Up Checklist* which we will review during our phone call.

I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.

**\*Prior to this phone call, please complete, copy, and paste one of the following information tables for each Roots of Empathy program you are facilitating and send the completed information to me by e-mail:**

Best time to reach you:		School:		Parent:	
Your e-mail:		Grade:		Baby:	
Your Phone #:		Roots of Empathy Curriculum Level:		Baby DOB:	
Key Point Person:		Teacher Name:		Phone #s:	
Provincial/Program Manager:		Region/Province:		e-mail:	
Current Job Description (if applicable):					

**Sample email for 2<sup>nd</sup> mandatory contact (refer to Mid-Year Reflection for Certified Instructors):**

Dear "Instructor Name",

As we approach the mid-year point of the Roots of Empathy program year, I would like to connect and discuss your thoughts regarding your program, as well as any questions and/or concerns you might have (please see attached checklist of questions).

I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.

**Sample email for 3<sup>rd</sup> mandatory contact (Please refer to the Program Wrap Up Checklist for Roots of Empathy Instructors):**

**\*Note: The final email will be sent to you from your Senior Mentor and it will provide your Instructor with information regarding program wrap up. Please see the sample Program Wrap Up Checklist.**

**Please complete your e-mail with the following closing:**

I am available on the following dates and times: \_\_\_\_\_. Please let me know which three of these times are most convenient for me to call you, and I will confirm. I look forward to speaking with you.