**Customizable Email Templates**

*Announcement Template—Monthly Discussion*



Team,

This month we’ll spend time as a team going through [*The Miracle Moment*](https://www.rightnowmediaatwork.org/Content/Series/483319) with author and speaker Nicole Unice on RightNow Media @ Work. I chose this series to help us discuss how moments of frustration or failure can provide powerful opportunities for growth in our experiences and relationships at work.

Over the next month, please find time to watch this four-session series on your own. In addition to watching the series, note your answers the below questions. We may not discuss every question, but I would like each person to be prepared to give your input if asked.

* [REVIEW QUESTION BANK AND INCLUDE 5-6 QUESTIONS HERE]

Please complete everything prior to [DATE], which is when we will discuss this series in our team meeting. If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘CONTACTS’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Announcement Template—Weekly Discussion*



Team,

Over the next four weeks, we’ll spend time as a team going through [*The Miracle Moment*](https://www.rightnowmediaatwork.org/Content/Series/483319) with author and speaker Nicole Unice on RightNow Media @ Work. I chose this series to help us discuss how moments of frustration or failure can provide powerful opportunities for growth in our experiences and relationships at work.

Each week you’ll watch one session from the series and make note of your answers to the questions for that session (provided via email). We’ll then get together each week to discuss that session and the team’s responses. For our first discussion on [DATE], consider these questions as you’re watching session 1:

* [REVIEW QUESTION BANK FOR SESSION 1 AND INCLUDE TWO QUESTIONS HERE.]

If you haven’t registered your free RightNow Media @ Work account yet, here’s the link to do so: [INSERT CUSTOM LINK—LOG IN TO YOUR ACCOUNT, CLICK ‘CONTACTS’ IN TOP RIGHT, THEN CLICK ‘COPY INVITE LINK’ BUTTON. CONTACT YOUR CONSULTANT FOR ADDITIONAL HELP OR QUESTIONS.]

Let me know if you have any questions. I look forward to discussing this series together.

*Reminder Template*

*Tip: You can reply all to your previous announcement email so your team has easy access to the questions you sent over in the original email.*

Team,

Just a reminder that we’ll be discussing [*The Miracle Moment*](https://www.rightnowmediaatwork.org/Content/Series/483319) with Nicole Unice at our team meeting [next week / tomorrow].

* Make sure you’ve signed up for your free RightNow Media @ Work account: [INSERT CUSTOM LINK]
* Watch [the series here](https://www.rightnowmediaatwork.org/Content/Series/483319) (available on desktop, mobile, or TV streaming devices).
* Answer the questions I previously sent over in preparation for our discussion.

Let me know if you have any questions. I look forward to discussing this series together.

*Weekly Question Email Template*

Team,

For next week’s discussion, watch session [X] of [*The Miracle Moment*](https://www.rightnowmediaatwork.org/Content/Series/483319) with Nicole Unice on RightNow Media @ Work. Consider these questions as you’re watching:

* [REVIEW QUESTION BANK FOR THIS SPECIFIC SESSION AND INCLUDE TWO QUESTIONS HERE.]

Let me know if you have any questions. I look forward to discussing this series together.

**Question Bank**

*From session 1:*

* In what ways are your stresses at work related to poor communication?
* What is your knee-jerk reaction when you get frustrated at work? How do you treat your coworkers when you are frustrated?
* What specific relationships in your office need a breakthrough, or miracle moment?
* In what ways has “niceness” silenced you or contributed to workplace stress in the past?
* What could it look like for you to be honest when you are frustrated at work?

*From session 2:*

* In what ways have you misunderstood workplace frustrations in the past?
* In what ways might you be contributing to the frustration of a contentious experience?
* How do you want to react to frustration and emotional situations?
* How would you like to be perceived in your workplace?
* What practical steps can you take this week to become the person you want to be in your workplace?

*From session 3:*

* What could you do to build trust between you and your coworkers, your employees, or your boss?
* What would it look like for you to practice curiosity in your conflict? What questions could you ask to gain insight into their experience?
* What might make it difficult for you to show compassion when you feel threatened?
* What relationships at work require your commitment? What steps do you need to take to build or rebuild trust in those relationships?

*From session 4 / overall series:*

* In your experience, how has trust with your boss or employees affected your satisfaction at work? What do you wish were different in those experiences?
* In what ways could you show empathy to others at work? In what ways could your actions create a safe environment for them to express themselves?
* Who do you need to show that kind of repentance to? What, if anything, makes you anxious about repenting?
* What organizational changes need to be made to create better communication?
* What resonated with you most from this series?
* What is one thing you learned from this series that you plan to apply to your own life?

*Tip: Additional questions can be found in the free series study guide* [*on RightNow Media @ Work here*](https://reader.rightnowmedia.org/1298/483320)*.*