**Customizable Email Templates**

*Announcement Template—Monthly Discussion*



Team,

This month we’ll spend time as a team going through [*The Ideal Team Player*](https://www.rightnowmediaatwork.org/Content/Series/196789) with author and business leadership expert Patrick Lencioni on RightNow Media @ Work. I chose this series to help us identify and cultivate the critical factors in having a world-class team.

Over the next month, please find time to watch this two-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 two weeks, we’ll spend time as a team going through [*The Ideal Team Player*](https://www.rightnowmediaatwork.org/Content/Series/196789) with author and business leadership expert Patrick Lencioni on RightNow Media @ Work. I chose this series to help us identify and cultivate the critical factors in having a world-class team.

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 Ideal Team Player*](https://www.rightnowmediaatwork.org/Content/Series/196789) with Patrick Lencioni 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/196789) (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 Ideal Team Player*](https://www.rightnowmediaatwork.org/Content/Series/196789) with Patrick Lencioni 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:*

* **What qualities do you consider indispensable in a team member? Why are they important to you?**
* **Have you had previous experience with difficult or struggling team members? Which of the three virtues were absent? How did it affect team morale as a result?**
* **In what ways do you demonstrate humility? Where is there room for you to grow in this virtue?**
* **In what ways does your team demonstrate hunger? To what extent do your team members have a drive to improve themselves and their other teammates? What obstacles threaten their hunger?**
* **Where does your team measure up on people smarts? How well do they treat each other? What are some potential areas for growth?**
* **Which of the categories Patrick identified stood out to you the most? Why?**

*From session 2 / overall series:*

* **Of the three traits Patrick described, which would you consider your strength? Which is your weakest?**
* **What are some ways you attempt to demonstrate vulnerability?**
* **Do you feel the freedom to fail in order to learn from your mistakes? Why or why not?**
* **Do you feel connected to the mission of the team? How has the mission been communicated to you? What are some of the ways you or others on the team demonstrate a personal contribution to it?**
* For Leaders: For those of your team members who struggle interpersonally, how could you offer them real-time feedback? What would it look like to do so in a loving manner?
* For Leaders: How could you utilize the questions Patrick identified to help your team gain a better grasp on where they need to grow? How could “team coaching” serve as a helpful tool for accomplishing such a goal?
* 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/1087/197867)*.*