

Learner Email Sequence

For Private Programs, Membership, and
Group Coaching

Program Invitation Email

Whether a Hone program is a Private or Membership program, learners will receive this enrollment email when invited to a program.*

From: hello@honehq.com

Subject Line:

You've been invited to enroll in *program name*

Date Sent: Varies

*A reminder (same email content) is sent **7 days** after this email if the learner still has not responded for Private Programs.



You've been invited to participate in a Hone program.

Hi Chris,

Your company, **Acme**, has invited you to participate in "**Manager Essentials**," a series of live classes delivered over Zoom, to help supercharge your skills in the workplace.

Please click the button below to choose a time that works best for you:

Enroll now



About this program:

In this four-class program, you will take powerful steps forward as a trusted leader and effective coach, and grow a culture of engagement, and accountability on your team.

Classes in this program:

- The Coach Approach
- Build High Trust Relationships

We're happy to help if you have any questions. You can reach us at hello@honehq.com. We can't wait to meet you!

To your success,
The Hone Team



Enrollment Confirmation

Once a learner enrolls or is enrolled, they'll receive this email confirmation.

From: hello@honehq.com

Subject Line:

Congrats! You're enrolled in *program name*

Date Sent: Upon enrollment completion

You're enrolled in WeBelong Leaders

Congrats Ian,

Your first of 5 live classes starts on Tuesday, November 07, 2023 at 11:00 AM (US/Michigan).

Your class schedule

- **Manage Bias in the Workplace (Managers)** on Tuesday, November 07, 2023 11:00 AM US/Michigan
- **Address Everyday Acts of Exclusion** on Tuesday, November 14, 2023 11:00 AM US/Michigan
- **Practice Lab: Address Everyday Acts of Exclusion** on Tuesday, November 21, 2023 11:00 AM US/Michigan
- **Create a Culture of Belonging** on Tuesday, November 28, 2023 11:00 AM US/Michigan
- **Embrace Allyship In Your Organization** on Tuesday, December 05, 2023 11:00 AM US/Michigan

Your assessment information

- **Capability Assessment** will open on 01/11/2024. This assessment will explore your strengths and opportunities while learning how you can continue to level up your skills

[Preview class content](#)

You will receive 5 calendar invites shortly that include the link to join each live class and preview your class content. Please be sure to RSVP. We can't wait to see you in class!

Class Reminders and Follow Ups



Reminder: Day Before Class

Learners are prompted to review class content in advance. We also remind learners to reschedule if they're unable to attend.

From: hello@honehq.com

Subject Line: Your class *class name* is tomorrow!

Date Sent: Day Before Class



Your class Coaching Mindset is tomorrow.

Hi John,

Your 50 minute class Coaching Mindset is tomorrow, Thursday, March 12, 2020 at 02:36 PM PDT.

You can join the class from your calendar invite 5 minutes before the class starts. Please review the content today to ensure that you are ready for class.

[Review class content](#)

What will we cover?

In this introductory workshop, we share how managers can be more mindful, more attuned, and more thought-provoking to drive better performance from their team. We introduce the skill of active listening and empower participants to evaluate and practice their listening skills. Finally, we discuss the fundamentals of leadership through the lens of the coaching mindset, and leaders learn to apply these skills in coaching conversation based on the GROW model.



If you have an unexpected conflict and can't attend the class, [reschedule](#) on your learner platform, pending class availability.

We look forward to seeing you tomorrow!

To your success,
The Hone Team

Have questions? You can always reach us at hello@honehq.com.

Hone delivers live, interactive classes led by world-class instructors to 80m+ learners worldwide for personal development at work.



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Personalized Weekly Learner Digest

Tailored summary of recent activity **and** upcoming actions that need attention from learners.

From: hello@honehq.com

Subject Line: Your Hone Tasks This Week

Date Sent: Weekly on Mondays



Hone Weekly Digest

We found some items that need your attention this week.

Acme Inc programs

Make sure to prioritize programs assigned to you by your organization.

DEIB Core 1 task

Complete program by January 31, 2024

[Enroll >>](#)

Manager Core 101 2 tasks

Build High Trust Relationships ✓

Attended on Wednesday, January 15

Here's your commitment from class:

Audit my relationship with my manager and make a deposit.

Lead Highly Effective 1:1s ○

Missed on Wednesday, January 22

[Reschedule class >>](#)

The Coach Approach ○

Attended on Monday, January 20

[Make commitment >>](#)

Give Feedback That Lands ○

Scheduled for Thursday, January 23

Impact Survey ○

Closes on Monday, March 1

Your classes

Drive your own professional growth by continuing to complete Membership classes.

Prepare for Your Performance Review ✓

Attended on Monday, January 22

Here's your commitment from class:

Review my achievements, strengths, and values that I bring to my job/team/company. Expand on areas that I think I might need to improve on.



Reminder: Day of Class

Five minutes before the class begins, learners are prompted to join.

From: hello@honehq.com

Subject Line: Join your *class name* class now!

Date Sent: 5 minutes before class start time



Join your Coaching & Mindset class now!

Hi Shane,

Your 90 minute class starts at 02:30 PM PDT.

[Join now](#)

As a reminder, please join individually from a quiet place and make sure your camera is on. We look forward to seeing you!



To your success,
The Hone Team

Have questions? You can always reach us at
hello@honehq.com.

Hone delivers live, interactive classes led by world-class instructors to drive human connection and continuous development at work.





Class Missed

If a learner misses a class, they are prompted to review the content or reschedule to another class option in your program if it is available.

From: hello@honehq.com

Subject Line: We missed you in *class name*

Date Sent: Upon class conclusion if learner did not attend



We missed you in Intro to Coaching

Hi Devin,

We missed you in Intro to Coaching on Thursday, February 13, 2020.

If you want to reschedule the class, we're likely running another class soon. If you can't find a time that works, you can review the content covered in the class.

[Reschedule class](#)

[Review content](#)

To your success,
The Hone Team

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More Emails
For Private Programs



Waitlist Confirmation

If a learner joins the waitlist, they'll receive this email confirmation. Waitlists are only offered for open enrollment programs.

From: hello@honehq.com

Subject Line:

You're on the waitlist for *program name*

Date Sent: Upon joining the waitlist



You're on the waitlist for Intro to Coaching

Hi Devin,

Thanks for joining the waitlist for Intro to Coaching. We'll let you know when new dates and times are scheduled.

To your success,
The Hone Team

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Waitlist Invite

When new groups are created for your program, waitlisted learners will receive this email notification.

From: hello@honehq.com

Subject Line:

New times available for *program name*

Date Sent: Once a new group is available for enrollment



New times available for Manager Essentials

Hi Chris,

Great news! The Manager Essentials classes that you joined the waitlist for have new dates and times available.

[Enroll now](#)

As a reminder, your company, Acme, invited you to participate on 12/12/2021.

About Manager Essentials

In this four-class program, you will take powerful steps forward as a trusted leader and effective coach, and grow a culture of engagement, and accountability on your team.

Classes

- The Coach Approach
- Build High Trust Relationships

If you wish to no longer receive new date and time updates for Manager Essentials, leave the waitlist [here](#).

To your success,
The Hone Team

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Moving a Learner

If a learner is moved from one group to another through the admin platform, they receive this notification email.

From: hello@honehq.com

Subject Line:

admin name moved you to a new date and time for *program name*

Date Sent: Upon move completion within admin platform



Confirm the new date and time.

Hi Robert,

Jill Heins moved you to a new date and time for Manager Essentials that starts Thursday, March 12, 2020.

Revised schedule

- **The Coach Approach** on Thursday, March 12, 2020 02:30 PM (PST)
- **Build High Trust Relationships** on Thursday, March 19, 2020 02:30 PM (PST)

You will receive a series of updated calendar invites. Please be sure to RSVP.



If you can't make these new classes, please contact Jill Heins at jill@honehq.com to find a better time.

To your success,
The Hone Team

Have questions? You can always reach us at hello@honehq.com.

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Assessment Emails*



Learner Assessment Invitation

Sent after program completion when scheduled by the admin

From: hello@honehq.com

Subject Line: It's time to take your Hone Impact Survey

Date Sent: Variable depending on configuration



Hey Tim,

Ready to unlock your full potential? It's time to take the Hone Impact survey! This is a 10-minute survey where you will explore your strengths and opportunities while learning how you can continue to level up your skills through self-reflection and team feedback.

Get started by nominating at least 3 direct reports and/or colleagues for a quick 10-minute survey to gather their invaluable perspectives about you as a learner. After nominating your team members, you'll continue on to complete your self-assessment to reflect on what you've improved as part of your learning journey.

Once you complete your self-assessment and at least 2 teammates participate, their aggregate responses will be shared with you confidentially, giving you a chance to learn and grow with your team's feedback.

[Take self-assessment](#)

Hurry! Complete complete your nominations and your self-assessment today to make sure your team has an opportunity to provide their feedback by the deadline of **Friday, Feb 26**.

To your success,
The Hone Team

Have questions? You can always reach us at support@honehq.com.



Learner Assessment Reminder

Sent according to reminder
schedule during assessment
open period.*

From: hello@honehq.com

Subject Line: Don't forget to complete your
Impact Survey

Date Sent: Variable depending on
configuration

*Hone administrators may elect to send
reminders to those who have not completed
the assessment and can indicate the timing
of these.



Hi Tim,

It looks like you haven't completed your Impact survey yet and
it's due on **Friday, Feb 26**.

Why is this survey so important?

Continuous learning requires feedback from your direct
reports and/or colleagues and through self reflection. The
strongest skills are developed when you have all of the data
you need to know how to succeed!

Invite at least 3 direct reports or colleagues and complete your
self assessment today to make sure your team has time to
provide their valuable insight by **Friday, Feb 26**. Once you
complete your survey and at least 2 of the people you invited
participate, their confidential aggregate responses will be
shared with you in a report.

[Take self-assessment](#)

To your success,
The Hone Team

Have questions? You can always reach us at
support@honehq.com.



Colleague Assessment Invitation

Sent upon nomination*

From: hello@honehq.com

Subject Line: Feedback requested by
[[SUBJECT_NAME]]

Date Sent: Upon nomination by the learner

**Hone administrators may elect to send reminders to those who have not completed the assessment and can indicate the timing of these.



Hi Tim,

Gabriella Lindsey recently completed a series of classes to develop their skills.

To help them assess their growth, please fill out this 5 minute confidential survey by Friday, Feb 26. It is important to complete this by the deadline so Gabriella Lindsey has enough responses to receive results and determine what they should focus on next.

[Take survey](#)

Have questions? You can always reach us at support@honehq.com.

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Assessment Results Ready

After self evaluation and at least 2 colleagues have submitted responses.

From: hello@honehq.com

Subject Line: Your Assessment Results are Ready

Date Sent: After self evaluation and at least 2 colleagues have submitted responses.



Hi Tim,

We asked you to assess yourself on your improvements and capabilities and surveyed your team to provide a holistic view into your impact. The results are now ready for you to view and determine where you want to focus your growth next.

Please note, this is NOT a performance review. It is intended to help you cultivate a greater awareness of the impact you make, your strengths and opportunities.

[View your report](#)

Once you're logged in, click on *Reports* to view! We look forward to working with you to develop in the areas you choose and tracking your progress over time.

To your success,
The Hone Team

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Membership Emails



Activation Email

Learners will receive a variation of this enrollment email.*

From: hello@honehq.com

Subject Line:

You've been invited to enroll in *program name*

Date Sent: Varies

*A reminder is sent **7 days** after this email if the learner still has not registered for a class.

** A learner only gets this if they are not invited to a program at the same time.



Continuous live learning, unlocked

Hi {{FIRST_NAME}},

Welcome to Hone Membership, the new way to build modern leadership skills.

With Hone Membership, you have continuous access to live, interactive classes joined by leaders from around the globe, just like you. These classes are designed to help you become a better leader, manager, and teammate in today's workplace.

Use the Learner Membership Guide to help you map out classes based on your priorities. To maximize your Membership, we encourage you to take classes regularly, 1 per quarter or even 1 per month.

[Explore class schedule](#)

To your success,
The Hone Team

Have questions? You can always reach us at
hello@honehq.com.

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Membership Newsletter

Sent weekly on Tuesdays
and Thursdays

From: membership@honehq.com

Subject Line: Upcoming Hone classes

Date Sent: Weekly on Tuesdays and
Thursdays

Hone

How to motivate yourself and those around you.

February is a great time to reassess goals and refocus energy to set the tone for the year.

Take this opportunity to **kickstart your personal motivation** and to **bring your teammates along** with you.

Check our recommended [upcoming](#) classes or see our full schedule [here](#).

Best of: Motivation

[View All](#) ↗

Set Powerful Goals (4.8 ★)

The right goals can help you be more persistent, focused, and motivated. Join this class to learn our goal-setting framework and strategies to increase the likelihood of achieving your goals.

[Register](#)

Utilize Your Strengths (4.8 ★)

Identify and leverage your strengths in your day-to-day work, to not only grow your skills but to also do work that is energizing and produces your best results.

[Register](#)

Motivate Anyone to Do Their Best Work (4.7 ★)

Intrinsic motivation is proven to be just as important as extrinsic factors like financial gain. Learn to tap into anyone's desire to be self-directed, improve, and to do purposeful work.

[Register](#)

Manage to Your Team's Strengths (4.7 ★)

Hone | Masterclasses



WED, FEB

14

3 PM ET

Create Values-Based Goals to Start 2024 with Purpose

Perfect for: All audiences.

Revisit (or set) your intentions for 2024. Join life and executive coach Bea Kim in a guided process of workshopping SMART goals tailored to your core values. Leave this **class** with clarity around your goals and an action plan to progress towards your ambitions this year.

[Save Your Spot](#)



TUE, FEB

20

12 PM ET

Tell Powerful Stories with Data and Uplevel Your Presentations

Perfect for: All professionals who want to uplevel their presentation skills.

In a world of endless data, building a strong narrative has become an invaluable skill. Join **Amy D. Grubb, Ph.D.**, who currently leads the digital transformation of the FBI, to learn the art of telling compelling stories with data. Leverage Amy's proven techniques to drive understanding and impact.

[Sign Up Now](#)



What No One Tells You About Going from IC to Manager

Perfect for: Aspiring and current people managers.

Adapting from an individual contributor to a people manager can be more intentional than you think. Learn from **Sabrina Creighton**, who has led teams across Fortune 100 companies, and who "failed" in her first leadership role.

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Group Coaching Emails



Prewrite Email

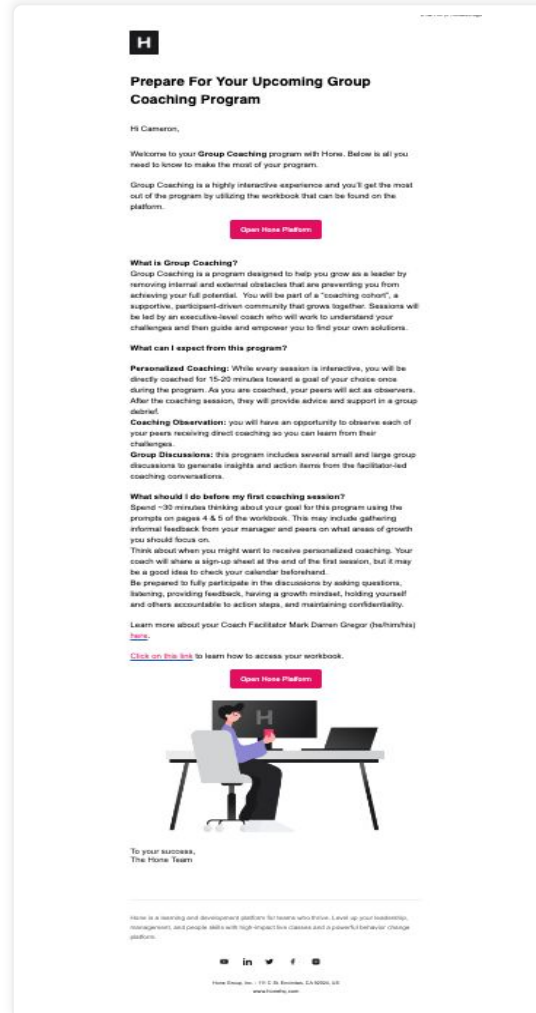
Learners will receive this enrollment email.*

From: Hone Support support@honehq.com

Subject Line:

Prepare For Your Upcoming Group Coaching Program

Date Sent: Varies



Pework Email

Participants will receive this email with FAQs and recommended pre-work

From: Hone Support support@honehq.com

Subject Line:

Prepare For Your Upcoming Group Coaching Program

Date Sent: About one week before the first session

H

Prepare For Your Upcoming Group Coaching Program

Hi Cameron,

Welcome to your **Group Coaching** program with Hone. Below is all you need to know to make the most of your program.

Group Coaching is a highly interactive experience and you'll get the most out of the program by utilizing the workbook that can be found on the platform.

[Open Hone Platform](#)

What is Group Coaching?

Group Coaching is a program designed to help you grow as a leader by removing internal and external obstacles that are preventing you from achieving your full potential. You will be part of a "coaching cohort", a supportive, participant-driven community that grows together. Sessions will be led by an executive-level coach who will work to understand your challenges and then guide and empower you to find your own solutions.

What can I expect from this program?

Personalized Coaching: While every session is interactive, you will be directly coached for 15-20 minutes toward a goal of your choice once during the program. As you are coached, your peers will act as observers. After the coaching session, they will provide advice and support in a group debrief.

Coaching Observation: you will have an opportunity to observe each of your peers receiving direct coaching so you can learn from their challenges.

Group Discussions: this program includes several small and large group discussions to generate insights and action items from the facilitator-led coaching conversations.

What should I do before my first coaching session?

Spend ~30 minutes thinking about your goal for this program using the prompts on pages 4 & 5 of the workbook. This may include gathering informal feedback from your manager and peers on what areas of growth you should focus on.

Think about when you might want to receive personalized coaching. Your coach will share a sign-up sheet at the end of the first session, but it may be a good idea to check your calendar beforehand.

Be prepared to fully participate in the discussions by asking questions, listening, providing feedback, having a growth mindset, holding yourself and others accountable to action steps, and maintaining confidentiality.

Learn more about your Coach Facilitator Mark Darren Gregor (he/him/his) [here](#).

[Click on this link](#) to learn how to access your workbook.

[Open Hone Platform](#)



To your success,
The Hone Team

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Thank You