

Pre-Work Email Template

Instructions: Two to three weeks before day one, send this email to fundraisers who will be filmed. Attach the Scenario Library, or a set of customized scenarios, to the message. Information in brackets should be customized to fit your institution. Once participating fundraisers have chosen their scenarios, send the coaches a list of scenarios in which they will act as prospects.

Attachment: Scenario-Based Coaching Scenario Library

Dear Colleagues,

I am looking forward to your participation in the simulation based coaching session. Day one of the session will occur on [date of day one] from [hours for day one] in [room reserved for day one]. Day two of the session will occur on [date of day two] from [hours for day two] in [room reserved for day two]. I will lead the session and will be assisted by [names of coaches participating].

Attached is a Scenario Library. It is mandatory to choose and prepare one of the scenarios before day one. Please read this document and email me with your selected scenario by [deadline to choose a scenario]. If you would like to customize a scenario to fit your own professional development needs, please complete the Customizable Scenario Template. Email this to me by [deadline to choose a scenario].

Please let me know if you have any questions about the session, or about soliciting major gifts in general. It is perfectly normal to be nervous about being filmed. However, the session should be an enjoyable, useful experience. Remember- everyone is as nervous as you are! Choose a scenario to prepare, be ready to give and receive feedback, and the session should be a success for all involved.

I look forward to working with you soon.

Sincerely,
[Your Name]