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TRAINING EMAIL SAMPLE

Announcement Email

Sender: School president or principal

Subject Line/Headline: [school name] is improving our technology, and we need your help

Body:

Greetings!

As some of you may have heard, there are exciting plans afoot to improve the technology we use at [school name] on a daily basis. Over the course of the next few months, we will be adopting *G Suite for Education*.

This is an exciting transition, as the tools available in G Suite will help all of us do our jobs better, faster and more simply than the software we use today.

To ensure the adoption of G Suite goes smoothly, I have charged [project coordinator] with overseeing this project. During this effort, [project coordinator's first name] and [his/her] team will be reaching out to all of you regularly with updates, and to solicit feedback to ensure that, no matter what tools or processes we replace with G Suite, your everyday tasks get easier and more productive as a result of this project.

We'll also be recruiting some of you to be *Google Guides*, a group of early adopters that will receive special training and help us work any kinks out of our plan. I know several of you are always up for learning new skills or playing with new technology, so don't be afraid to raise your hand (or nominate a peer) when the time comes.

To our students, please be assured that your concerns are important to us, and that they will be included in our training and implementation efforts. I expect to have several members of the student body volunteer to serve as Google Guides for your classmates

To answer any initial questions you might have, we've already launched a }
G Suite training site, which you can find here: [training site URL]

(Of course, I expect many of you will skip the site and simply do a Google search for "G Suite for Education"...proving that you're already comfortable with using Google tools to get the job done!)

I know change can be intimidating, but I have confidence that, by working together, we can make this transition as easy as possible. If you have any questions or concerns, please feel free to contact [project coordinator] at [project coordinator's email address]. Your feedback is important. We're all in this together.

I look forward to the amazing opportunities and exciting changes we're about to undertake as a team. Let's all get ready to *Go Google!*

Sincerely,

[school president/principal name]

[school president/principal title]