

Dear Team,

Integrity, tolerance, team, contribution, personal growth, life balance, innovation and fun – these eight values - are the precepts on which we have collectively and consciously determined to base our work/life behavior. We are already making great strides in positive directions. Now we are about to embark on a program that we expect to take us to a whole new level of behavior and performance – a program through which we will learn and practice what our values look like “with skin on,” as Jack Lannom would say.

Why Lannom Worldwide? (For anyone who has not heard the buzz around here for the past few days.) Lannom Worldwide has over thirty years experience as a leadership consulting firm. They have an impressive list of delighted clients such as Ritz Carlton, AT&T, Citibank, Cleveland Clinic, Republic Services, Waste Management, Castle Management, Inc., Lexus, Miami Herald, Caterpillar and many others. They have guided these organizations through struggles and growth – helping them improve their business practices and they have taken them to the next level of business excellence. See websites:

www.peoplefirstleadership.com, www.jacklannom.com,
www.peoplefirstbook.com, www.lannomworldwide.com

We are excited to announce the introduction of this inspiring and innovative training program which will be led by **Art Bailey** called **People First® - Breakthrough and Beyond**. This program will lead us through fundamental mind-sets and skills-sets that are paramount to anyone or any organization committed to improving their business. To guarantee results and applicability, this program will be designed especially for us, predicated on the results of the People First® Cultural Health Assessment to be conducted within the next couple of weeks.

The People First® Kick-off meeting for this three-month program will be held on **(date)**. All subsequent meetings will be held on Thursday and will be divided into four sessions.

The list of who will attend which session will be provided shortly. The purpose of the initial presentation on **(date)** is for Jack Lannom and Art Bailey to explain to us what the **People First® - Breakthrough and Beyond** course entails and the benefits for us – both, personally and professionally.

Lannom Worldwide will be with us for 3 months (starting date), one day per week, helping us to improve our human systems and business systems.

Engaging Lannom Worldwide’ services represent a significant allocation of resources from our Leadership – money, time, energy, and human capital. We thank **(Your company’s management team)** for caring enough about our growth personally and professionally to make such an investment in us.

This training will require an investment from each of us personally, as well. There will be homework, attendance at all sessions is necessary (notwithstanding extra-ordinary circumstances), an open-mind and a willingness to entertain new behaviors is prerequisite. Growth is not always easy, even positive growth, but growth is always beneficial, and we thank all of you for your value-added contribution to the growth of (your company name), and we look forward to creating a bigger and brighter future together.