



Pre-Course Trainer Email Worksheet

Use this worksheet to guide you in drafting a pre-training message to be sent to learners from the trainer.

Elements	Tips for Success	My Drafted Language
Greeting	<ul style="list-style-type: none">✓ Highlight that this copy will need to be edited to match the time of day the email is sent.	
Generate enthusiasm	<ul style="list-style-type: none">✓ State benefits of course.✓ Share personal experience with course content (be specific).	
Set expectations	<ul style="list-style-type: none">✓ Highlight interactive nature of course.✓ List required elements (pre-work, what to bring, assignments, and so on).✓ Introduce any out-of-class requirements.	
Share pre-work	<ul style="list-style-type: none">✓ Infuse a sense of enthusiasm.✓ Indicate estimated time to complete.	
Share learning goals	<ul style="list-style-type: none">✓ Bullet point the learning objectives—streamline them if needed for ease of comprehension and to enhance first impressions.	
Request confirmation of receipt	<ul style="list-style-type: none">✓ Ensure the message was received and begin establishing a course culture of accountability.	
Close	<ul style="list-style-type: none">✓ Include a signature line with contact information.	