Workshop: Age Inclusive Hiring
Resource: Email to send to leadership team after the workshop

Be sure to follow up with those with whom you worked to gain approval and support to host the workshop. Here's a draft email that you can copy, paste, edit and send out.

Dear   ,

Thanks so much for your support of our team's efforts to host the AARP workshop Age Inclusive Hiring. This is a topic that affects every hiring manager across the organization—and all employees who report to them—so we are gratified that the workshop was a success.

On [date], [name] welcomed [##] HR team members from across the organization for a 1.5-hour workshop to train them as workshop facilitators. Those facilitators then led [x] sessions that reached [xxx] total employees who are involved in some way in the talent acquisition process.

We introduced compelling data about how mixed-age teams can drive employee engagement, innovation, knowledge transfer, and productivity. We then introduced and practiced specific research-backed best practices for hiring managers and their team members who participate in interviewing and assessing potential candidates.

[If you have survey data from the participant survey that you'd like to highlight, add a sentence or two about that here.]

The key resource we used in our workshop is **AARP's Say This, Not That: Manager's Guide to Age Inclusive Hiring**. If you were not able to join us for the workshop, we encourage you to bookmark it—and to share it with your own direct reports so that your teams can explore how to work together to unleash the value of a multigenerational workforce.

If you have any questions or thoughts about the workshop, please reach out to [name] at [xxx.]

All the best,