

Workshop: Leading Mixed Age Teams

Resource: Email to send to all participants after the workshop

Be sure to follow up with all participants as soon as possible after the conclusion of the workshop. Here's a draft email that you can copy, paste, edit and send out.

If you choose, you can also send it to everyone you invited, or to everyone who registered even if they were unable to make it.

Dear ,

Thanks so much for your interest in today's workshop, How to Lead a Mixed-Age Team. This is a topic that affects every manager across the organization—and all of our employees—so we appreciate your investing your time to learn about best practices.

The key resource we used in our workshop is [AARP's Manager's Guide to Mixed Age Teams](#). We encourage you to bookmark it—and to use the activities with your own direct reports so that your team can explore the opportunities and challenges of different generations at work.

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

All the best,