

Workshop: Leading Mixed Age Teams

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 How to Lead a Mixed Age Team. This is a topic that affects every 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 [##] people managers from across the organization for the 1.5-hour workshop. We introduced compelling data about how mixed-age teams can drive employee engagement, knowledge transfer, innovation and productivity. We then introduced and practiced specific exercises for managers of mixed age teams.

[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 Manager's Guide to Mixed Age Teams](#). 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,