

Workshop: Caregiving Program Series

Resource: : Draft proposal to provide progress update

To re-align senior leaders and secure their buy-in to a follow-up initiative to leverage the value of a multi-generational workforce, request time to present at an upcoming senior leadership team meeting. Simply copy this email draft into a fresh email, edit it as needed, and send it out!

Dear _____,

I'm reaching out to request a 30-minute agenda item at an upcoming senior leadership team meeting. The goal is to update senior leaders on our recent efforts to address age inclusion as a strategic opportunity. I also hope we can secure buy-in for a follow-up initiative to help us leverage the power of a multi-generational workforce.

We have been using a suite of resources AARP has created for employers to help us add the critical lens of age to strategic workforce planning and talent management practices. I'll be happy to share an overview of the actions we took this year using these resources. I'll bring a summary of our progress and learnings, and assess how efficiently we have used staff, employee and financial resources.

Please let me know your thoughts on scheduling time with the team.

Best,