



Hello, everyone,

As you are aware, the COVID-19 pandemic has significantly disrupted the ways in which our organization delivers on its mandate, as well as how we interact and work within our team.

To this end, I would like to invite you to participate in a conversation around the theme of “finding opportunities in challenging times,” alongside the rest of the team. This virtual discussion will take place on [**date and time**] via [**method of connection**].

Inspired by the GROW model of coaching and mentoring, the goals of this discussion are to:

- better understand how each employee is coping with the current situation
- identify strategies for maintaining work/life balance in this exceptional situation
- explore how our team can transform the way we work during this time

I look forward to having an open and honest discussion about how we can best move forward together during these challenging days.

Thank you!

[**signature block of sender**]