

Training Reminder Letter

Subject Heading: Project GO Leader Certification Details

Greetings Registered Participant!

I am touching base to remind you that you are scheduled for the upcoming Project GO Leader Certification training on Friday, April 7 from 8 am –4:30 pm at the Burnsville YMCA.

In preparation for the training, please complete a Pre-Training Survey prior to training day. You can complete the survey online at <https://www.surveymonkey.com/r/MLZ5J2Q> . It is 14 questions and can be done in about 5 minutes.

You are also asked to view a handful of short on-line videos and complete the Pre-Training Assignment attached to this email message. This “homework” will take about an hour to complete and will help us to be able to move through the training sessions more quickly on training day. We have a lot of material to cover!

Below is the address to the training site and a checklist of items to bring with you on training day. We will be going outdoors for part of the training so please dress appropriately for the weather. When you arrive to the Burnsville YMCA, please check in at the front desk and they will direct you to the appropriate room.

I look forward to meeting you!

Sincerely,
Name of Trainer
Email
Cell phone

Training Site

Burnsville YMCA
13850 Portland Ave S
Burnsville, MN 55337
952-898-9622

Training Day Checklist

- ✓ Completed Pre-training Assignment worksheet
- ✓ Laptop with Wi-Fi capabilities (if you have one)
- ✓ Bag lunch
- ✓ Water bottle and snacks
- ✓ Copy of your site safety policy (if you have one)
- ✓ Clothes and shoes for outdoor activities