Hi **[insert name]**,

I want to take this opportunity to introduce you to your Trainer, **[insert Trainer name]** (cc'd here), for your upcoming **[training title]** training on **[insert dates]**. **[Trainer]** is a fantastic Trainer who runs high-energy, super impactful trainings! You can learn more about **[Trainer]** here: **[insert link to bio]**

Visit our [Playworks Pro welcome page](https://www.playworks.org/services/welcome/pro/) ([https://www.playworks.org/services/welcome/pro](https://www.playworks.org/services/welcome/pro/)) for a number of resources to help get you started!

Below is our prep email that we'd like you to forward to all training participants. The [Recess Checkup](https://playworks.az1.qualtrics.com/jfe/form/SV_5hzhozU4D0gvhTT?SpecifyLead=RCU-NA-POP-110117) is a key element of our pre-training preparation, as we will use the results to communicate and inform discussions about the state of play reported by participants at your school(s).

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Dear Staff,

**<insert school name>** is committing to making play in our schools fun and inclusive for every kid in our community every day. That is why we’re bringing **Playworks Pro** to strengthen our school communities. A Playworks Trainer will work with our staff to shape play and recess in a way that fosters social and emotional learning and builds leadership skills in our kids. We will learn techniques that will transform our playground and classroom environments. We will learn techniques to transform our environment from the playground to the classroom.

**Getting Ready**

All teachers and staff participating in this training need to complete the following steps to prepare before the training begins:

1. Watch the [Playworks Training Prep Video](https://www.youtube.com/watch?v=zyq0u498sXE)
2. Take the [Recess Checkup](https://playworks.az1.qualtrics.com/jfe/form/SV_5hzhozU4D0gvhTT?SpecifyLead=RCU-NA-POP-110117)

**What will you Learn?**

At Playworks, we believe that play has the power to bring out the best in EVERY kid. In this workshop, participants will actively experience what this looks like, sounds like, and feels like. Throughout our workshop, you will be introduced to the value of play and its impact on social and emotional development. We lay the foundation for using play to create a safe, healthy, and respectful environment for youth. During this workshop participants will also begin to discuss the various barriers that prevent youth from playing more.

**Training Outcomes**

Participants will:

1. Learn safe inclusive games that can be implemented immediately.
2. Understand the physical, academic, and social/emotional benefits of play.
3. Understand the barriers to play that youth face and ways we might overcome those barriers.
4. Apply concepts of creating a safe, inclusive environment to their own site.

**Playworks U**

If you have PlayworksU (our online subscription) included with your Pro Training, please keep an eye out for an email (typically sent to the Principal or their delegate) on your training date. This will include important instructions on how to set up your school account and get faculty and staff enrolled in the courses..

We are excited to work with you! Your trainer will soon reach out to you to schedule a pre-training call to review logistics and answer any remaining questions you have ahead of the training.

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If you have any questions regarding these resources and how to use them, please let me know.

Play On,

**[RPD or AM]**

**[add contact information]**