**Client Eval & Next Steps Template**

*Stage: Post-Class Follow Up*



Hello NAME,

[**Purpose** of mail]

I debriefed with FACILITATOR’S NAME on the session and it sounds like it was a success. INSERT SOMETHING UNIQUE ABOUT CLASS OR COMMENT FROM EVAL.

I appreciate you for coordinating this engagement. It is great to hear the team SOMETHING FROM EVAL with the new system.

INTRODUCE A NEXT ACTION: Now that we have established the personal EDGE System, we can now open up your team communication by defining effective communication protocols to anchor your agreements team-wide.

[**Action** items]

Lastly, I would like to schedule a follow up phone call to discuss our potential next steps with you and the team.  I have listed my availability below:

* Tuesday, 7/25 (Morning/Afternoon)
* Wednesday, 7/26 (Morning/Afternoon)
* Thursday, 7/27 (Morning/Afternoon)

Team, please let me know which date/time would best fit your schedule.

[**Supporting** information]

I have attached the following:

* EDGE for Professionals - Course Evaluation – GEIQ  -  Queretaro, Mexico (7/6-7/17)
* EDGE for Leaders – Class Roster – GEIQ – Queretaro, Mexico (7/6-7/17)

Thanks NAME for your commitment to our work and all of your continued support.

Looking forward to speaking with you soon.

Best Regards,