
Welcome email

Subject: Welcome to Discover Your Signature Self

Hi [Name]!

Please save this email for future reference!

I'll be using email to let you know about scheduling and assignments and to deliver program materials. (You may even receive a surprise bonus.) So keep an eye on your inbox. And if you ever have a question or comment, send an email to support@daveloney.com and I'll respond within 24 to 48 hours.

YOUR BIRKMAN ASSESSMENT

Your first assignment is to complete the Birkman Assessment using the online portal (available 24/7). Please set aside at 20-30 minutes at your convenience to complete the assessment at an unrushed pace.

Link to Birkman Assessment: [Link]

Deadline for completing Birkman Assessment: [Date] by the end of the day

The reason for the deadline is to allow time for me to review your assessment before the program starts so every training session will be meaningful to you.

YOUR FIRST SESSION

The kick-off session will be held on [Date] at [Time EST].

HOW TO ATTEND SESSIONS

All sessions will be delivered via Demio videoconferencing.

You will receive an invitation to each session along with instructions and a link to join the Demio meeting using desktop computer, laptop, tablet or smartphone. You will also have the option to dial into the audio of the meeting using a land line or cell phone.

The Demio system will also send out automated reminders containing a link to join the meeting.

ACCESS TO SESSION RECORDINGS

As your schedule permits, you should attend the live session — there will be interactive elements and opportunities to get your questions answered on the spot.

Within 24 hours after each session you will receive a video recording of the complete session so you can catch up on a missed session or review the content.

SUMMARY OF PROGRAM MODULES

By the end of this six-week program, you'll have a deeper understanding of yourself, your unique characteristics and how you impact the people in your life. This knowledge will help you in every area of your life.

WEEK 1: Your **Birkman Map** charts how your interests, usual behaviors, needs and stress behaviors match your preference for dealing with tasks versus people and the extent to which your style is more extroverted or introverted.

WEEK 2: **Your Interests** quantifies and ranks the things you enjoy (which may represent potential strengths you can seek to express) and the things you dislike (which may represent areas you should minimize to preserve your energy).

WEEK 3: **Your Behaviors** are represented by 9 personality traits that make you tick and influence how you react in stressful situations. We will look at the first 3 this week. Social Energy, Physical energy and Emotional Energy.

WEEK 4: **Your Birkman Insights** lists unique strengths you can capitalize on to get more of what you want out of life — moment by moment and in the long run. Additionally we will look the next 3 personality traits: Self-Consciousness, Assertiveness and Insistence.

WEEK 5 BONUS SESSION #1: Your **Career Report** uses scientific data gathered during decades of research to explore how your interests and preferences intersect with relevant career categories. Additionally we will look the final 3 personality traits: Incentives, Restlessness and Thought.

WEEK 6 BONUS SESSION #2: Your **Impostor Secret** training helps you close the gap between how you show up at work versus home so you can manage the personal energy you need for both. Stay Tuned for a very valuable **BONUS Report** that wraps up all your Personality traits into one very important score that uncovers your unique Motivational Style.

STUDY AND ASSIGNMENTS

I can't wait to deliver this training to you. This knowledge can change your life and transform your relationships — but only if you approach each session with an open mind and do the work. So I urge you to study the materials multiple times until the concepts become second nature.

As you integrate the new knowledge into your life something buried deep inside you may begin to flower, enriching your life that the lives of those you care about in unexpected ways.

Here's to discovering your signature self,

[Signature]