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**Workplace Transformation Program**

**invitation to employees for the information session townhall**

**VERSION 1**

**Date:** SEPTEMBER 2022

 INVITATION to employees for the Information session townhall

***To be removed before sending***

**Objectives:** This document is to be used to invite employees to participate in a townhall to receive information on the organizational vision for the future workplace, introduce the specific features of the *Workplace Transformation Project*, provide information on the GCworkplace design principles, understand how they will be able to contribute and get them ready to answer the Functional Programming Survey (design survey).

**Whom should this be sent to:** All employees who will be responding to the Functional Programming Survey

**When to send the invitation** : Right after announcement of the *Workplace Transformation Program* project for that location.

**Who should send the invitation**: Executive Sponsor, Deputy Minister or Assistant Deputy Minister Level.

The proposed message below must be adapted by respective clients to ensure the message follows internal cultural attributes, organizational vision, name of the project, and any specifics details.

The **French version** of this document is available here : [FR version](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2Fa%2Fa8%2FWTP_-_Invitation_%25C3%25A0_la_s%25C3%25A9ance_d%2527information_ouverte_pour_les_employ%25C3%25A9s.docx&wdOrigin=BROWSELINK)

**TO:** All impacted employees

**FROM:** [EXECUTIVE SPONSOR or DEPUTY MINISTER]

**SUBJECT:** [Invitation to TOWNHALL about the future of our the workplace]

**PLATFORM: [MS Teams or other]**

You have seen the announcement: [organization name], will be modernizing our workplace at [ADDRESS/city or cities] in light of providing you with a workplace that will support hybrid working and sustains wellbeing, inclusivity, collaboration, productivity, flexibility and mobility – a workplace that is truly ours. To be successful, we require your input early in the process. To inform the design and all that will follow, we invite you to attend and participate in a *Townhall* that will introduce the features of our own project, the design process, your learning roadmap, a projected calendar of events and more.

Soon, you will receive a short survey (only seven substantial questions) that will ask you to provide information on your work activities, functions and how you work. This information is a critical input to design a workspace that will support your work activities such as learning, focusing, collaborating and socializing, the details of which you are best positioned to provide. These new hybrid work environments will comply with the Government of Canada’s GCworkplace standards.

We can look forward to changes that we plan, drive, deliver and occupy - together. This is an opportunity to improve our workplace and our ways of working to continue delivering our mandate – from a workspace that will sustain our achievements today and tomorrow.

Thank you,

[Executive Signature]