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**CM Program in-a-box: Optimization**

Invitation to leadership engagement session

**VERSION 1**

**Date: October 2024**

Invitation to leadership engagement session - CM Program in-a-box: Optimization

***To be removed before sending***

**Objective:** Engage organizational leaders in the workplace change to properly understand and lead the change as well as support employees.

**Target audience for this document:** Executives who will be using the future space or managing teams using it.

**When to use**: To be sent when the organization is ready to start announcing the optimization of office space.

**Who should send the invitation:** Project executive sponsor - Deputy Minister or Assistant Deputy Minister.

**The message suggested below needs to be adapted to ensure that it respects internal cultural attributes, organizational vision, project name and other specific elements.**

The **French version** ofthis document is available here : Version FR

**To:** All impacted executives at [LOCATION]

**c. c.:** Other executives managers directly and indirectly involved in workplace change in question

**From:** [Executive Sponsor]

**SUBJECT:** Workplace optimization at [insert address] – Leadership and change

As announced in [Budget 2024](https://budget.canada.ca/2024/report-rapport/budget-2024.pdf), the government of Canada is reducing its office portfolio to release vacant and underused spaces, prioritizing their conversion into housing and other community needs for Canadians.

This initiative will bring meaningful changes to our organization. As part of this transition, we will release office space and shift from assigned workstations to an unassigned seating model. [adapt to the change you will be implementing]

It’s important we take time to reflect on the significance of this change to our work habits and relationship to the workplace.

I am pleased to invite you to our **leadership kick-off meeting for our workplace optimization project**. Here I want to introduce you to our vision for the future of the workplace, and your role in this change as an organizational leader. Your leadership is crucial in guiding us through this transition. Strong and compassionate leadership will help us maintain a healthy work environment for all [name of the organization] employees, enabling us to continue excelling in our mission to serve Canadians.

**Leadership kick-off meeting for our workplace optimization project**

Date: [insert date].

Time: [insert time].

Location to attend in person: [insert room number].

Link to participate online: [insert link].

If you require accommodation, please write to us at: [insert email address]

Thank you,

[Executive sponsor signature]