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**Workplace Transformation Program**

people managers toolkit announcement

**VERSION 1**

**Date:** FEBRUARY 2023

People managers toolkit announcement - Workplace Transformation Program

***To be removed before sending***

**Objectives:** This document is to be used to inform the managers of the toolkit and help them understand their role in change management for the project

**Whom should this be sent to:** All people managers of impacted employees

**When to make the announcement** : At the start of the implementation phase

**Who should do the announcement**: Executive Sponsor

The **French version** of this document is available here : [FR version](https://wiki.gccollab.ca/images/4/49/WTP_-_People_managers_toolkit_announcement_FR.docx)

**TO:** All people managers of impacted employees

**CC:** Change Manager

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** People Manager Toolkit [PROJECT NAME]

Good afternoon,

As part of the [PROJECT NAME], at [LOCATION] a people manager toolkit will be shared with all of you. Our journey through Workplace Transformation will require your dedication as a people manager—this toolkit is designed to prepare you in supporting your team members through these changes.

What’s inside this toolkit?

* **A summary of the Workplace Transformation Project:** a starting point for managing a team through the program.
* **An overview of managing change:** a basic understanding of the people side of change management.
* **Preparing yourself for change:** what you should expect as a people manager and how to prepare yourself to support your team members
* **Preparing the team for change:** what is required to support your team members through our Workplace Transformation
* **Change spotlights:** Reviews commonly discussed changes as part of the Workplace Transformation project

Why is the toolkit important?

People Managers play a critical role in leading and supporting team members through change. Your role as a people manager extends beyond your current daily responsibilities. To navigate you and your team through the Workplace Transformation Project, you must be equipped with the right tools and knowledge to successfully support, communicate, mentor, and engage others through this journey. This toolkit will be your guide through this process.

What other support will I get?

In order to support you in your role in managing change for your team members, there will be multiple opportunities for engagement such as [ADD ENGAGEMENT ACTIVITIES HERE].

Should you have any questions related to this toolkit or your roles as a people manager, please contact [EMAIL].

[EXECUTIVE SPONSOR THANKS & SIGNATURE]