

Dear [NAME],

The spread of COVID-19 has changed the way our office operates. We've had to adjust where we work, how we work, how we work together, and even how we develop. These difficult times also bring opportunities. Opportunities for our staff to build on their skill sets.

I'm excited to share a new tool called the [Development Journey](#) from Organizational Learning!

This tool is designed specifically for U-M faculty and staff and connects you with developmental opportunities tailored to your needs . Most content is available for free and online to active, benefits-eligible employees

By following the [Development Journey](#), you can identify development goals and share them with me so that we can incorporate them into your work plan. Together, we can identify goals that are in alignment with your interests and the direction of our department.

Prior to our next meeting, I'd like you to look over the [Development Journey](#) and take the 10-minute [self-assessment](#). Please bring your self-assessment results to our meeting and let's spend some time talking about areas that are of interest to you.

Sincerely,  
XXXXX

PS> I've provided some resources that you may find useful below:

- [Watch a quick overview of the Development Journey](#)
- [Attend a one-hour online workshop](#)