



# Personalized Weekly Learner Digest

Tailored summary of recent activity **and** upcoming actions that need attention from learners.

**From:** hello@honehq.com

**Subject Line:** Your Hone Tasks This Week

**Date Sent:** Weekly on Mondays



## Hone Weekly Digest

We found some items that need your attention this week.

### Acme Inc programs

Make sure to prioritize programs assigned to you by your organization.

**DEIB Core** 1 task

Complete program by January 31, 2024

[Enroll >>](#)

**Manager Core 101** 2 tasks

#### Build High Trust Relationships ✓

Attended on Wednesday, January 15

Here's your commitment from class:

Audit my relationship with my manager and make a deposit.

#### Lead Highly Effective 1:1s ○

Missed on Wednesday, January 22

[Reschedule class >>](#)

#### The Coach Approach ○

Attended on Monday, January 20

[Make commitment >>](#)

#### Give Feedback That Lands ○

Scheduled for Thursday, January 23

#### Impact Survey ○

Closes on Monday, March 1

### Your classes

Drive your own professional growth by continuing to complete Membership classes.

#### Prepare for Your Performance Review ✓

Attended on Monday, January 22

Here's your commitment from class:

Review my achievements, strengths, and values that I bring to my job/team/company. Expand on areas that I think I might need to improve on.



# Reminder: Day Before Class

Learners are prompted to review class content in advance. We also remind learners to reschedule if they're unable to attend.

**From:** hello@honehq.com

**Subject Line:** Your class \*class name\* is tomorrow!

**Date Sent:** Day Before Class



## Your class Coaching Mindset is tomorrow.

Hi John,

Your 50 minute class Coaching Mindset is tomorrow, Thursday, March 12, 2020 at 02:36 PM PDT.

You can join the class from your calendar invite 5 minutes before the class starts. Please review the content today to ensure that you are ready for class.

[Review class content](#)

### What will we cover?

In this introductory workshop, we share how managers can be more mindful, more attuned, and more thought-provoking to drive better performance from their team. We introduce the skill of active listening and empower participants to evaluate and practice their listening skills. Finally, we discuss the fundamentals of leadership through the lens of the coaching mindset, and leaders learn to apply these skills in coaching conversation based on the GROW model.



If you have an unexpected conflict and can't attend the class, [reschedule](#) on your learner platform, pending class availability.

We look forward to seeing you tomorrow!

To your success,  
The Hone Team

Have questions? You can always reach us at [hello@honehq.com](mailto:hello@honehq.com).

Hone delivers live, interactive classes led by world-class instructors to 50m+ learners worldwide for personal development at work.



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## Reminder: Day of Class

Five minutes before the class begins, learners are prompted to join.

**From:** hello@honehq.com

**Subject Line:** Join your \*class name\* class now!

**Date Sent:** 5 minutes before class start time



### Join your Coaching & Mindset class now!

Hi Shane,

Your 90 minute class starts at 02:30 PM PDT.

[Join now](#)

As a reminder, please join individually from a quiet place and make sure your camera is on. We look forward to seeing you!



To your success,  
The Hone Team

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[hello@honehq.com](mailto:hello@honehq.com).

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## Class Missed

If a learner misses a class, they are prompted to review the content or reschedule to another class option in your program if it is available.

**From:** hello@honehq.com

**Subject Line:** We missed you in \*class name\*

**Date Sent:** Upon class conclusion if learner did not attend



### We missed you in Intro to Coaching

Hi Devin,

We missed you in Intro to Coaching on Thursday, February 13, 2020.

If you want to reschedule the class, we're likely running another class soon. If you can't find a time that works, you can review the content covered in the class.

[Reschedule class](#)

[Review content](#)

To your success,  
The Hone Team

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