



Moving a Learner

If a learner is moved from one group to another through the admin platform, they receive this notification email.

From: hello@honehq.com

Subject Line:

admin name moved you to a new date and time for *program name*

Date Sent: Upon move completion within admin platform



Confirm the new date and time.

Hi Robert,

Jill Heins moved you to a new date and time for Manager Essentials that starts Thursday, March 12, 2020.

Revised schedule

- **The Coach Approach** on Thursday, March 12, 2020 02:30 PM (PST)
- **Build High Trust Relationships** on Thursday, March 19, 2020 02:30 PM (PST)

You will receive a series of updated calendar invites. Please be sure to RSVP.



If you can't make these new classes, please contact Jill Heins at jill@honehq.com to find a better time.

To your success,
The Hone Team

Have questions? You can always reach us at hello@honehq.com.

Hone delivers live, interactive classes led by world-class instructors to drive human connection and continuous development at work.

