

Email: Convince your boss to join the Step Two Forum

Here's your requested draft letter to your boss! Feel free to change the text to suit your needs, but **don't forget to update the sections in red** before sending it to your boss!

Hi **[insert your bosses name]**

I am interested in joining the **Step Two Forum** a **professional community for intranet and digital workplace teams** to:

- enable our team to build new skills (from global experts and thought leaders)
- fast track our intranet and digital workplace initiatives
- improve the overall effectiveness of our digital employee experience
- get instant access to practitioners and experts that have faced (and overcome) similar challenges

What can the Forum do for **[insert your Organisation's name]**

Our intranet/digital workplace is **[insert a general statement here about your intranet/digital workplace eg is at the first stage of evolution, being used by office staff only OR recognised as the go to place for organisational information]**.

Over the next 6-12 months, the key ares of focus are:

- **item 1**
- **item 2**
- **item 3**

[examples might include: redesign the HR section to support self service, improve the overall digital employee experience, create an authoring community to improve the quality of content, redesign the homepage to meet the needs of frontline employees]

The **forum will provide me with tools, techniques and real life examples of how to improve our intranet/digital workplace** specifically around best practice, advice on how to avoid the pitfalls and concrete examples of what others have done to support our initiatives.

I will also be inspired to think about our digital employee experience in new and creative ways improving my perspective and allowing me to focus on what I want to achieve both personally and for **[organisation name]** as well as sharing valuable takeaways and insights with the whole team contributing to everyone's success.

The investment

For the same investment as a single conference, the forum gives me access to a year's worth of ongoing learning and resources to support the team (without having to leave the state!).

The forum is an annual membership of **[insert cost based on your membership level]** giving me/the team access to **[insert inclusions based on membership level]**.

Thank you for considering my request. I look forward to dicsussing this opportunity with you further.

Kind regards

What have others said

Hear from other Leaders how the forum has helped their teams

What do we have access to?

Take a tour of the global membership site

Member organisations

See who else is part of the community

Live tours and webinars

Take a look at some of the topics we have covered in recent sessions