OpenSesame®

Learning Newsletter Template

Keep learners engaged and informed.

Keeping your team informed about all the training and development opportunities available at your company without causing communication overload is a tough balance to strike.

Adopting a newsletter format (like the example below) will allow you to quickly and clearly communicate a lot of information all in one place.

✓ Be consistent

Whatever frequency you choose -weekly, monthly, quarterly, etc. - keeping to that cadence creates trust with your learners.
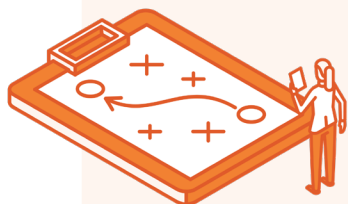
✓ Include links

Drive your learners to action by linking directly to your LMS or wherever they can access the content.

✓ Don't forget about branding!

Your marketing team can help you create an eye-catching design that fits your brand guidelines.

✓ Make it your own

The content and style of your newsletter should be authentic to your learning culture. If your learners prefer shorter content, for example, swap out the book recommendation for a link to a relevant article.

This document contains this example as well as a blank template to get started.
As always, reach out to your Customer Success Manager to learn more!

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Launch & Learn

The latest in learning at Your Company
July 2025

Lessons from Leadership

> "Investing in leadership development not only enhances your personal effectiveness but also contributes to our collective success. Measure your growth with KPIs such as improved team performance, increased employee engagement, and higher customer satisfaction."

—— **John Smith, CEO**

July 2025
Learning Insights

45
Average minutes spent learning

16
Total voluntary course enrollments

2300
Total hours of learning

Top Learners of the Month

JOHN DOE completed **7 courses** last month!

1. John Doe
2. Jeanne Grey
3. Jonathan Jones
4. William Jones
5. Elizabeth Anderson
6. Chris Garcia
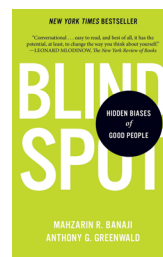7. Anthony Davis
8. Jennifer Taylor
9. Mark Thomas
10. Linda Brown

Course Spotlight

Change Management: Change Behaviors

CHANGE MANAGEMENT
Change Behaviors

Seat time: 4 minutes
Publisher: EJ4

DOWNLOAD NOW

Book Spotlight

NEW YORK TIMES BESTSELLER

BLIND SPOT
HIDDEN BIASES of GOOD PEOPLE

MAHZARIN R. BANAJI
ANTHONY G. GREENWALD

Blindspot: Hidden Biases of Good People

DOWNLOAD NOW

Publisher Spotlight

BIG THINK edge

DOWNLOAD NOW

OpenSesame

[COMPANY LOGO]

[TITLE]

The latest in learning at [COMPANY NAME]
[MONTH YEAR]

[HEADER]

[INSERT QUOTE] Ugia digendae si omnis pariore nemolor ehendebit mo offic tet hil minturibus delent est pos eicitio nseque nobis aceaque velicim pellatatem que nam exerovi tianda quodio es perum imillit, nemposam hil et rernatur ressit aut magnis que pelis et unt.

—— **[NAME, ROLE]**

[MONTH YEAR]
Learning Insights

[#]

Average minutes
spent learning

[#]

Total voluntary course
enrollments

[#]

Total hours of learning

Top Learners of the Month

[LEARNER HEADSHOT]

[LEARNER NAME]
completed **[#]**
courses
last month!

1. [LEARNER NAME]
2. [LEARNER NAME]
3. [LEARNER NAME]
4. [LEARNER NAME]
5. [LEARNER NAME]
6. [LEARNER NAME]
7. [LEARNER NAME]
8. [LEARNER NAME]
9. [LEARNER NAME]
10. [LEARNER NAME]

Course Spotlight

[COURSE TITLE]

[COURSE SCREENSHOT]

Seat time: [#] minutes
Publisher: [NAME]

DOWNLOAD NOW

Book Spotlight

[BOOK COVER]

[BOOK TITLE]

DOWNLOAD NOW

Publisher Spotlight

[PUBLISHER LOGO]

DOWNLOAD NOW

OpenSesame®

[COMPANY LOGO]

Launch & Learn

The latest in learning at [COMPANY NAME]
[MONTH YEAR]

[HEADER]

[INSERT QUOTE] Ugia digendae si omnis pariore nemolor ehendebit mo offic tet hil minturibus delent est pos eicitio nseque nobis aceaque velicim pellatatem que nam exerovi tianda quodio es perum imillit, nemposam hil et rernatur ressit aut magnis que pelis et unt.

— **[NAME, ROLE]**

[MONTH YEAR]
Learning Insights

[#]

Average minutes
spent learning

[#]

Total voluntary course
enrollments

[#]

Total hours of learning

Top Learners of the Month

[LEARNER HEADSHOT]

[LEARNER NAME]
completed **[#]**
courses
last month!

1. [LEARNER NAME]
2. [LEARNER NAME]
3. [LEARNER NAME]
4. [LEARNER NAME]
5. [LEARNER NAME]
6. [LEARNER NAME]
7. [LEARNER NAME]
8. [LEARNER NAME]
9. [LEARNER NAME]
10. [LEARNER NAME]

Course Spotlight

Title: [COURSE TITLE]

[COURSE SCREENSHOT]

Seat time: [#] minutes
Publisher: [NAME]

DOWNLOAD NOW

Book Spotlight

[BOOK COVER]

[BOOK TITLE]

DOWNLOAD NOW

Publisher Spotlight

[PUBLISHER LOGO]

DOWNLOAD NOW