

Keep learners engaged and informed with a regular L&D newsletter.

Adopting a newsletter format (like the example below) will allow you to quickly and clearly communicate a lot of information all in one place - keeping your team informed about all the training and development opportunities available at your company without causing communication overload.



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 with images and fonts that fit your brand guidelines.

Make it your own.

The content and style of your newsletter should be authentic to your organization and 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!



Lessons from Leadership

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.

JOHN SMITH, CEO

December 2022

Learning Insights (December 2022)

45

Average minutes spent learning

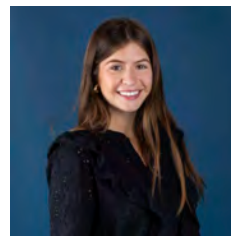
194

Total voluntary course enrollments

2300

Total hours of learning

Top Learners of the Month



NAME
completed x courses
last month!

1. Maria Rodriguez
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



Seat time: 4 minutes
Publisher: EJ4

CTA

Book Recommendation



Blindspot explores hidden biases that we all carry from a lifetime of experiences with social groups.

CTA

Publisher Spotlight



Big Think makes its audience 'smarter faster' through short, actionable video lessons taught by some of the world's greatest thinkers and doers..

CTA

Title

The latest in learning at COMPANY NAME

DATE

Header

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.

JOHN SMITH, CEO

Learning Insights

DATE

X

Average minutes spent learning

X

Total voluntary course enrollments

X

Total hours of learning

Top Learners of the Month

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

NAME
completed x courses
last month!

Course Spotlight

Seat time:
Publisher:

CTA

Book Recommendation

Book description

CTA

Publisher Spotlight

Publisher description

CTA