

Client Toolkit

Membership



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Membership Checklist

Make sure to download and save this PDF to save your check-boxes in the right column.

Before program starts

Create your LifeLabs Learning Admin Account: [Access your Admin account](#) for the first time!

Attend your onboarding kickoff meeting

Add LifeLabs Learning to your email allow list: Contact your IT team to allowlist the LifeLabs Learning domain (lifelabslearning.com). We also send automated messages from learn@lifelabslearning.com.

Announce your program: Send out an announcement to your learners to inform them of their upcoming Membership access.

Upload your team list: [Add your team list](#) to your LifeLabs Learning Membership account. All learners on your team list will receive a welcome email from LifeLabs Learning once they are added.

invite learners to workshops: Learn how by reading [this article](#).

LifeLabs Learning Platform Knowledge Base: Got additional questions? Visit the [Knowledge Base](#)!

During your program

Review Feedback & Attendance: [Review workshop feedback and attendance](#) directly in the LifeLabs Learning platform.

Check in with your learners: Send follow-up emails to learners or schedule a meeting to discuss progress in a group setting.

Keep the learning going: [Assign learning resources](#) and on-demand courses.

Meet with your Impact Consultant: Meet on a quarterly basis with your IC to review program progress and plan for the next quarter.

Renewal

Plan for success: Schedule a call with your Impact Consultant to discuss your annual learning goals and make a plan.

Share your feedback: Fill out our survey so we can keep working better together!

Demonstrate success: Share participant feedback with leaders and influencers to showcase the results of your program. Your Impact Consultant is here to help!

Program Announcements

Email Templates for Learner Communication

Here are four email templates you can use to get your learners excited about their upcoming Membership. We recommend you send these emails at a set cadence before the program launches.

How to send an email with the template:

1. Click on the link to open the template, OR copy and paste the subject and body text into a new email.
2. Enter your custom information into the placeholder spots: **[BRACKETS]**
3. Send to the appropriate audience.



Email 1: Intro to LifeLabs Learning Membership ([Click here to open the template](#))

Subject: **[YOUR COMPANY]** is investing in your growth! Your path to professional development starts here.

Hi **[NAME]**,

We heard your feedback, and because investing in our amazing team is a priority, we're excited to announce something special!

We've partnered with LifeLabs Learning ([lifelabslearning.com](https://www.lifelabslearning.com)), the go-to training resource for companies like GoPro, Etsy, and Target. Together, we're equipping you with a LifeLabs Learning Membership to help you grow your skills!

What do I get with my LifeLabs Learning Membership? LifeLabs Membership provides unlimited access to unforgettable skill-building experiences like:

- Interactive workshops with expert facilitators
- Group coaching with real-time feedback
- On-demand courses at your fingertips
- Learning resources to accelerate your skill development

Learn how to get started with your LifeLabs Learning Membership by watching this short video: <https://www.youtube.com/watch?v=sBPFT2ojArk>

Ready to get started? Look out for an email from LifeLabs Learning with information on how to log in and get started.

Got questions? Reach out!

Best,
[SIGNATURE]

Email 2: Membership Check-in ([Click here to open the template](#))

Subject: How is your LifeLabs Learning Membership? Register for a workshop now!

Hi **[NAME]**,

What do you think of your LifeLabs Learning Membership so far? Here's a quick checklist to get started!

1. Login to your account: app.lifelabslearning.com/learning/login
2. Register for a workshop. Not sure where to start? Browse events and read descriptions to find a workshop that fits your goals!
3. Check out the on-demand courses.
4. Browse resources for helpful worksheets, templates, and more!

Got questions? Reach out!

Best,
[SIGNATURE]

P.S. In case you missed it, we've partnered with LifeLabs Learning to help you level up your leadership skills!

LifeLabs Learning Membership provides unlimited access to unforgettable skill-building experiences like live workshops with expert facilitators, group coaching, on-demand courses, and learning resources!

Learn how to get started with your LifeLabs Learning Membership by watching this short video: <https://www.youtube.com/watch?v=sBPFT2ojArk>

Email 3: Learning Recommendations ([Click here to open the template](#))

Subject: Are you enjoying LifeLabs Learning workshops? Keep up the learning!

Hi **[NAME]**,

So you've taken a few workshops with your LifeLabs Learning Membership – now what?

Don't stop there! Here are some ways to deepen your learning and keep your new skills fresh.

1. Attend a group coaching session to practice your skills and get real-time feedback!
2. Take an on-demand course. (FYI: Your progress is saved, so you can complete it on your own time!)
3. Browse the resource library. (I love this resource on how to use the “Micro-Yes” to start a feedback conversation: <https://lifelabsworksheets.com/microyes>)

Got questions? Reach out!

Best,
[SIGNATURE]

Email 4: Introducing LabCoach^{AI} ([Click here to open the template](#))

Subject: Try LabCoach^{AI} in the LifeLabs Learning platform now!.

We're excited to share a new feature now available in the LifeLabs Learning platform: **LabCoach^{AI}**.

LabCoach^{AI} is a purpose-built AI learning coach designed to help you practice and apply the skills you're building through LifeLabs.

With LabCoach^{AI}, you can practice high-stakes conversations, get instant, behavior-based guidance and reflection prompts, reinforce key skills between sessions, and build confidence in areas like Feedback, Coaching, Communication, Strategic Thinking, and Delegation.

How to access **LabCoach^{AI}**:

1. Login to your LifeLabs Learning Account (<https://app.lifelabslearning.com/learning/login>)
2. Click the pink **LabCoach^{AI}** button in the top right-hand corner
3. Choose a topic area
4. Start chatting, practicing, and reflecting

To see how it works, watch this short demo video: (<https://youtu.be/nyBjbJZAab0>)

We encourage you to give it a try to practice the skills you're building during your live workshops.

Best,
[SIGNATURE]

Email Template for Managers of Learners

Email 1: Introducing LifeLabs Learning to Managers of Learners ([Click here to open the template](#))

Subject: Get your team ready for training with LifeLabs Learning!

Hi **[NAME]**,

I wanted to let you know that **[LEARNER NAMES]** will be starting a training program soon with our partner LifeLabs Learning. **[LEARNERS]** will be equipped with a LifeLabs Learning Membership with unlimited access to live workshops, group coaching, and more.

What is a LifeLabs Learning Membership?

LifeLabs Membership provides unlimited access to unforgettable skill-building experiences like:

- Interactive workshops with expert facilitators
- Group coaching with real-time feedback
- On-demand courses at your fingertips
- Learning resources to accelerate your skill development

Can you help **[NAMES]** get the most out of their Membership? Please encourage them to register for workshops and discuss takeaways during your 1-1s. Here's a sample message you can share:

"I'm excited for you to start your LifeLabs Learning Membership. This is a great growth opportunity and will help you become even more successful here. I'm looking forward to discussing your takeaways and how you've applied them during our 1-1s. What workshops are you interested in attending? Do you need help making a plan for your development? I want to make sure we make the time for you to commit to this!"

Please let me know if you have any questions!

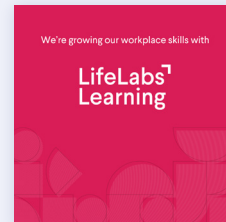
Best,
[SIGNATURE]

Social Media Post

Here's an example post you can use to promote your program with LifeLabs Learning.

How to use this template:

1. Copy and paste into a new LinkedIn post.
2. Make sure **@LifeLabs Learning** is tagged.
3. Optional: Upload an eye-catching graphic! [Click here to download pre-made graphics](#) or use a [Canva template to add your own logo](#).



Social Post for Company or HR Leader Page

📣 We're excited to partner with **@LifeLabs Learning** to support our managers and teams in growing together!

With a LifeLabs Learning Membership, our team has access to live workshops, group coaching, on-demand courses, and tools to build skills that make a real difference. We look forward to seeing how this helps us connect better, work smarter, and lead with confidence.

Have you used LifeLabs Learning? What's your most valuable takeaway? We'd love to hear your thoughts!

#TeamDevelopment #LeadershipTraining #LifeLabsLearning

Intranet Post

Does your company have an intranet? Here is a post you can share internally to announce your partnership.

Company Intranet Post

🌟 We're Partnering with LifeLabs Learning!

We're excited to share that you now have access to a LifeLabs Learning Membership! It's a resource designed to help us grow together, build stronger connections, and become even better leaders.

Here's what you get:

- Live workshops with expert facilitators
- Group coaching sessions for real-time feedback
- On-demand courses to learn at your own pace
- A library of tools and templates to build practical skills

Learn how to get started with your LifeLabs Learning Membership by watching this short video: <https://www.youtube.com/watch?v=sBPFT2ojArk>

Or, login (app.lifelabslearning.com/learning/login) to browse available workshops and register for your first (never boring) learning experience.

Already exploring? Share your favorite takeaways with your managers and coworkers—we'd love to hear what's been most useful!

Here's to learning and growing together! 🙌

Learner Toolkit

Share our [Learner Toolkit](#) with all of your learners before they start their membership.

It contains helpful instructions, one-pagers, and social media post and graphics templates that they can use to share their experience with LifeLabs Learning.



Grow Your Career with LifeLabs Learning Membership

What is Membership?

LifeLabs Membership provides unlimited access to unforgettable skill-building experiences. From live workshops and group coaching sessions to on-demand courses and curated resources, your path to professional growth starts here.

Unlimited live workshops

- Get unlimited access to weekly live workshops
- Learn from a live expert facilitator – not a recording
- Grow with real-time feedback and peer-to-peer learning

Courses and resources at your pace.

Brush-up on your skills any time with on-demand, interactive leadership courses.

Plus, get curated companion resources in our searchable hub – templates, worksheets, videos, and more!

See a sample Membership schedule [here](#).

Featured Workshops:

Career Growth
Identify your strengths and understand your needs so you can take charge of your personal and professional development.

Behaviors of Inclusion
Build awareness and a shared vocabulary for easier conversations, and learn to advocate for yourself and others.

Adaptivity & Resilience
Learn techniques to stay calm, collected, and clear-minded even when things are quickly changing.

Coaching
Boost your coaching skills to drive team performance, fostering independence, quicker problem-solving, and enhanced contributions.

Feedback
Get confident giving feedback to anyone with a safe space to practice and personalized, expert advice on your approach.

[Sign up for Membership today!](#)

Skill Up Membership

Foundational skills and core competencies ✓ **Enhanced feedback, productivity, and collaboration** ✓

Live Workshops

- Individual Communication:** Reinforce, improve confidence and build momentum by adjusting from your environment.
- Feedback:** One performance change feedback session can take the right, insight and time to implement.
- Behaviors of Inclusion:** Build awareness about diversity to make important conversations easier, and learn to be an advocate for yourself and others.
- Adaptivity & Resilience:** Learn techniques to stay calm, collected, and clear-minded even when things are quickly changing.
- Career Growth:** Learn to take charge of your professional growth by building your skills, understanding your strengths, and setting your goals.
- Productivity & Resilience:** Create a plan to help you stay on top of your work and manage your time effectively.
- Delivery Skills:** Develop essential presentation and communication skills to advance your career path.
- Group Coaching:** Receive and practice your coaching skills in a safe space to practice and receive personalized, expert advice on your approach.
- On-Demand Courses:** Refresh and practice your coaching skills in a safe space to practice and receive personalized, expert advice on your approach.
- On-Demand Feedback Skills:** Reinforce, improve confidence and build momentum by adjusting from your environment.
- On-Demand Feedback Culture:** Create and receive a strong feedback culture by using feedback continuously, across all levels.
- On-Demand Behaviors of Inclusion:** Build awareness about diversity to make important conversations easier, and learn to be an advocate for yourself and others.
- On-Demand Individual Communication:** Reinforce, improve confidence and build momentum by adjusting from your environment.

Upgrade to Level Up and get:

- ✓ 10+ workshops per month
- ✓ 1-hour workshop options
- ✓ More on-demand courses

Jane Doe

Just finished the LifeLabs Learning live workshop Behaviors of Inclusion, and it didn't disappoint! 🙌

I'm growing my workplace skills with

LifeLabs Learning

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Like Comment Report Send

Skill Up Membership Recommended Learning

Individual Contributor CORE skills

You will be equipped with the essential skills for managing change, advancing your career, and growing effectively, and boosting productivity. You'll feel confident in your role.

Live workshops

- Individual Communication
- Feedback
- Productivity & Resilience
- Adaptivity & Resilience
- Career Growth

Additional 2 hr workshops

- Behaviors of Inclusion
- Delivery Skills

Courses & Resources

- On-demand individual courses
- Curated companion resources (templates, videos, and more)

What to expect

Workshops are 2 hours, interactive, and taught by an expert facilitator. Weekly live workshops offered across a variety of time slots – sign up for the time and date that works best for you.

Learn from an expert facilitator and grow with real-time feedback and peer-to-peer learning.

Level Up Membership Recommended Learning

Foundational management skills

These workshops will quickly equip you with the essential foundational skills and core competencies to effectively lead a person, hybrid, and virtual team.

Live workshops

- Coaching Skills
- Feedback Skills for Managers
- Productivity & Resilience for Managers
- Effective 1:1
- Group Coaching Coaching Skills
- Group Coaching Feedback Skills

Additional 2 hr workshops

- Behaviors of Inclusion
- Delivery Skills
- Individual Communication
- Individual Interviewing
- Individual Systems Skills

Courses & Resources

- On-demand individual courses
- Curated companion resources (templates, videos, and more)

What to expect

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Learn from an expert facilitator and grow with real-time feedback and peer-to-peer learning.

Lead Up Membership Recommended Learning

Skills for managing groups & teams

You will be equipped with the skills to lead strategically, adaptively, and at scale. You'll be confident in your leadership and team management skills.

Live workshops

- Strategic Thinking
- Managing Meetings
- Leading Change
- Project Management
- Coaching Skills
- Feedback Skills for Managers
- Productivity & Resilience for Managers
- Effective 1:1
- Group Coaching Coaching Skills
- Group Coaching Feedback Skills

Additional 2 hr workshops

- Behaviors of Inclusion
- Adaptivity & Resilience
- Individual Communication
- Individual Interviewing
- Individual Systems Skills

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[Skill Up Recommendations](#)

[Level Up Recommendations](#)

[Lead Up Recommendations](#)

Admin Support

The Membership [Knowledge Base](#) offers articles and how-to guides for managing your Membership program. Here are some popular articles:

Getting Started

[Access your LifeLabs Learning admin account for the first time](#)

[Quick-start guide to the LifeLabs Learning Platform](#)

[Add learners to your account](#)

[Bulk upload learners to your account](#)

Assign Learning

[Invite Learners to workshops](#)

[Assign courses and resources](#)

Reporting

[Access and download learner transcripts](#)

[Check workshop attendance and learner feedback](#)

[Check course and resource completion](#)

[Reports in the LifeLabs Learning platform](#)



Have remaining questions or ideas? Contact your LifeLabs Learning Consultant or email support@lifelabslearning.com for support.

**LifeLabs⁷
Learning**