# FREE One-to-One Training Email Template

Use the template below to get the word out to your colleagues and organisation that you are the go-to person for support and training with Warp It. You will be sure to boost participation, especially from those who haven’t had time to, or don’t understand how to use the system.

Morning [all/team/everyone],

Further to the email from [Insert colleague’s name] (see below) I will be giving some extra Warp It support.

In addition to [pre-existing support/upcoming training/workshops etc], I will also be giving one-to-one support to assist with the integration of the new system.

If you have any surplus resources in or around your office, or assets cluttering up valuable space - let me know. I will come over to your office and show you how to upload the item/s on to the new system so that other staff can access them.

It is super easy and will only take 10-15 mins max (depending on the diversity of items).

So, if you would like some assistance reply to this email and we can get something in the diary.

Kindest regards

[Your name]

[Organisation]