

## **Activity 4: Considering Employee Concerns**

*Time: 10 to 15 Minutes*

Take 10 to 15 minutes and draft a practice email to your staff letting them know you are bringing in new technology. Remember to let them know about paid training opportunities, the reason why you need this tech, and which senior staff members were involved in preliminary consultations. Close your email by inviting your employees to contact you with any concerns. Review this email a few times and save it as a draft to use if and when you do upgrade your tech in the future.