

Colleague Email Before

I don't know about you, but all I see here is a "wall of text," which is not very inviting to read. Also the tone is very academic. This is the employee's first introduction to the university. It should be friendlier!

All Colleagues

Dear colleagues we want to welcome you to the ABC University!

Follow the link to the site: <http://teachers.ABCuniversity.com/>

ABC University is currently focused on supporting colleagues with career development to increase employee engagement through informal learning, innovation and knowledge sharing. ABC University will expand over time to include additional functionality supporting peer-led knowledge sharing. Over time ABC University will also integrate formal learning (more structured learning) opportunities (classes, in person and online) to create an industry-leading approach to learning and development. ABC University will eventually be a home to a comprehensive range of career development opportunities including formal and informal learning, performance and talent management, and a career development toolkit. So remember that this is just the start for ABC University and it will evolve based on colleague feedback and technology advancements.

You may be wondering, what does "teaching" at ABC University mean and who is qualified to do it? Teaching at ABC University simply means sharing your knowledge with fellow colleagues. Teaching here does not necessarily mean standing up in front of colleagues in a classroom and delivering a lesson (although we will continue to do this too as part of our formal learning programs). What it does mean is enabling colleagues to share their knowledge and leverage our unique corporate asset – ABC's deep industry expertise and experience. This can be as simple as posting a short presentation or writing a blog or more robust like creating video and audio presentations. Any way that you make your knowledge available to the broader ABC community we consider teaching. Who is qualified to do this? Everyone! No matter how junior or senior or how long you have been with ABC, you too have knowledge to share that others can leverage.

Thank you for your help and support at making ABC a great place to work for outstanding people.

We encourage you to begin exploring how ABC University will allow you to connect with colleagues, view and learn from posted content, ask questions, comment, and see how your business groups can both benefit and grow from involvement with ABC University.

Remember that you too can share your expertise, knowledge, and experience. As employees of ABC, you have developed a wealth of information and expertise- consider passing some of that on to your colleagues across the world.

This is a preview site, and we welcome your feedback (via the site's feedback tab found on the left side of all pages). Visit About, Teacher's Lounge and FAQ page on the site for more information. Please don't hesitate to contact anyone on the ABC University team if you should have questions or comments. We can be reached at 555-555-5555 or via email at ABCuniversity@ABC.com. For immediate assistance please call service desk at 5-7777 or Jill Smith at 555-555-5555.

Thank you!

The ABC University Team!

Colleague Email After

Notice how the wall of text is now easier to read “chunks” with bold headers and bullets, not to mention a friendlier tone!

Dear Colleagues - Welcome to ABC University!

Visit the site at: <http://teachers.ABCuniversity.com>

What is ABC University?

ABC University is a different kind of learning environment.

ABC University is a learning community, engaging the collective talents of our world-class colleague base in supporting one another in informal learning, innovation and knowledge sharing, peer-to-peer. ABC University content comes from YOU - ABC colleagues generously sharing your knowledge, expertise, and experience.

Informal learning allows you to relate to your colleagues in a more personal way as you share, connect and collaborate, creating new relationships and deepening existing ones.

Everyone is a teacher

Teaching at ABC University simply means sharing your knowledge with fellow colleagues. Everyone is qualified!

No matter how long you've worked at ABC or how junior or senior you are, you have valuable knowledge, expertise and experience to share.

ABC University's purpose is to make it easy for you to share that knowledge with ABC colleagues, both across the floor and across the world.

Teaching at ABC University is simpler than you might think

- Writing a blog post (sharing a customer story, insights into a specialized niche, links to websites you value, etc.)
- Sharing a PowerPoint deck
- Recording your insights in a podcast
- Sharing a video presentation or interview

Share your knowledge by [signing up to be a teacher here!](#) The ABC University team will coach you through your first few contributions.

It's easy to teach, learn, connect and collaborate at the ABC University website!

ABC University evolves each time you get involved, whether it's by commenting, asking questions, or contributing content. We're in the early phases, with a small but growing library of content contributed by ABC colleagues. While we encourage you to share your own knowledge as a teacher, your interaction with the content is just as important.

It just takes a few minutes to:

- Read posts from colleagues
- Comment or ask questions on posts and further the conversation with your own insights
- Suggest new topics or articles (click the Feedback link on left margin of any page)

So check it out here! <http://teachers.ABCuniversity.com>

This is just the beginning of great things to come!

Over the next year, ABC University will be rolling out more features, functionality, and educational opportunities. Things like:

- Discussion boards
- Personal profiles, including links to your social footprints on the web
- Career development resources
- Mentoring support
- Performance and talent management resources
- Personal and team blogs
- Formal learning (both online and in person)

We want your feedback!

ABC University is literally fueled by you, your knowledge, and your collaboration with your colleagues (and us!) So please visit the site and poke around (especially the About, Teacher's Lounge and FAQ pages). If you have feedback on the site, the process or just want to say hi, there are several ways to do it:

- Email us at ABCUniversity@ABC.com
- Call the ABC University team at 555-555-5555
- Use the FEEDBACK link (found on the left margin of every site page).
This is great if you have an idea for a specific topic you'd like covered at ABC University, or a feature you'd like to see. It's saved as a topic, and your colleagues can vote on it if they'd also like to see it!

Thank you for your help and support at making ABC a great place to work for outstanding people!

The ABC University Team