

Conversation Opening

- The [Project Name] change has launched
- Our next step is to create a Change Agent to ensure a smooth rollout
- We understand the importance of engaging key stakeholders

The Ask

- **Here's where I need your help. We need a representative who understands how [impacted group name] will be impacted to be part of our Change Agent Network.**
- **I'd like for [employee name] to join this team.**

Here's the time commitment we would need from [employee name] through [timeframe]:

- Attend a 1-hour Change Agent Network meeting 1 x week
- Reserve 2 hours per week for change management assignments (reviewing comms, meeting with members of the impacted groups, assisting with deliverables)

I'll be sending out a welcome email and meeting invitations on [date], so please be sure to let [him/her] know of this assignment before then.