

LYS Team Workshops

INFORMATION SHEET



Dear Workshop Admirer,

I am over the moon that you are considering a Launching Your Success (LYS) Team Workshop for your organization. I've been facilitating workshops for a long time, and in that time, I've learned a thing or two about what it takes to deliver a workshop that's as enjoyable as it is instructive.

Having led corporate L&D teams in the past, I know that bringing in an outside organization or facilitator can be challenging. It may require approval from more than one department or decision maker, and the accounting can be a rollercoaster. Expenses may need to be categorized and paid from different budgets or cost centers. You may need to have the invoice structured in a very specific way, or you may need multiple invoices. And of course, you can't do anything until Legal approves it...yikes!

I've been there. I've juggled the emails and phone calls to get contracts negotiated, approved, and paid for. I know what it takes to pull these things off successfully, and **I'm here to help you.**

The following information will answer the most common questions raised during the vetting process. If you need any additional information not listed here, let me know by sending an email to hello@launchingyoursuccess.com. Prefer to chat on the phone? Schedule a quick call with me [using this link](#).

I look forward to helping you launch the success of your team into the stars and beyond.

Blast off,

Robyn Sayles
CEO & Founder
Launching Your Success

Contracts, Agreements, Authorization

A signed agreement is required for all workshops.

I understand that your legal representative may need to review and approve these agreements and may request to include some of their own legal language and disclosures. I am happy to work directly with your legal department to include mutually beneficial language.

Invoicing, Deposits, Payment

A deposit is required to start work on a project or hold a date on the calendar. Invoices for the remaining balance are distributed according to the scope and length of a project, with the final amount due on the day of the event.

I know that many corporate accounting departments have their own schedule and may have specific windows for making payments. I am happy to work with your accounting team to meet these requirements. I've issued some crazy looking and complicated invoices to meet the needs of my corporate clients—so don't be afraid to ask!

Materials

Because many workshop clients choose to print in-house, all materials are delivered digitally and print ready. However, I am happy to discuss printing best practices with your team or deliver printed materials at your request.

Timing, Logistics

I know that sometimes things happen at the snap of an executive's fingers, but it takes time to put together a great event, so please provide as much lead time as possible. If needed, I can jump in on short notice (for a premium rate, of course!).

Equipment

While I do have preferences for equipment and room set up, overall, I'm pretty flexible. Sometimes, the room just is what it is. As long as I know what I'm walking into, we'll be ready for launch!

Whether it's 500 people or 5 people, I always communicate with your AV team prior to the workshop. Don't have an AV team? No problem! Hook me up with the IT department, or just send me to Ted (the guy who's really good with computers and stuff). This prework will guarantee a killer workshop for your team.

Need help pitching LYS workshops within your organization? [Schedule a call](#), or send me an email at hello@launchingyoursuccess.com. I have lots of resources to help you craft a compelling narrative that illustrates the benefits of LYS Workshops to your organization.