

# Quick-start guide

## Opening “push” statement:

e.g. We need to change the way we motivate our staff.

## Closing “action” request:

e.g. Please review the new salary grades and send me a confirmation email prior to next week’s HR meeting.

## Topic 1:

e.g. Unhappy team

## Topic 2:

e.g. Motivation study

## Topic 3:

e.g. Salary grade revisions