

# 7 Sample Training Invitation

When creating a training invitation, you can communicate most effectively if you make sure to highlight the most important information up front, include a reason why the reader should attend, and provide specific actions that the person needs to take.<sup>1</sup>



Join your fellow teachers from around the city!

## Making Pre-K Count January Teacher Training

**Executive Conference Center**

1601 Broadway (at 48th St.)

New York, NY 10019

*Take the elevator to the 8th floor and walk down the stairs to the 7th*

**Thursday, January 30th**

**8:45 a.m.–3:15 p.m.**

- Confirm your attendance with your coach by **Friday, January 17**.
- Bring **Volume 2** of your Building Blocks Teacher's Edition set.
- Plan how you will get there.
- Get a stipend for attendance at training sessions that occur outside of working days or professional development/pre-K nonattendance days.

**Don't miss out on free food! Breakfast, lunch, and a snack will be provided.**

**We look forward to seeing you there!**



<sup>1</sup> Ilana Brody and Rekha Balu, "Getting Your Message Across with the Effective Communications Checklist," *In Practice* ([www.mdrc.org/publication/getting-your-message-across-effective-communications-checklist](http://www.mdrc.org/publication/getting-your-message-across-effective-communications-checklist), 2020).

# Public Transportation to the Executive Conference Center

**1601 Broadway; New York, NY 10019**

The building is on the corner of 48th and Broadway and the entrance is on 48th St. The sign says “American Management Association.”

## Subway

**B D F M** to 47th-50th Streets—Rockefeller Center

**C E** to 50th Street

**1** to 50th Street

**N R** to 49th Street

**6** to 51st Street *(If you need to take this train, you can transfer at 51st St. and take the downtown E to 50th St. The walk is much shorter.)*

## Bus

M104, M20, M16, M7, M50

Insert  
Photograph

A photo of the building where the training will be held would be very helpful.