

Role Transition Coaching Invitation

Dear [Supervisor's Name],

As you prepare to transition into your new role as [New Role Title], we are excited to offer you personalized coaching to support you during this period of change.

The aim of this coaching is to help you navigate the challenges of your new position, enhance your leadership skills, and ensure a smooth adjustment for both you and your team.

We propose the following coaching sessions:

- **Session 1:** Understanding Your New Role & Responsibilities
- **Session 2:** Effective Team Communication Strategies
- **Session 3:** Conflict Resolution & Problem-Solving Techniques
- **Session 4:** Setting Goals & Metrics for Success

Please let us know your availability for these sessions, and feel free to suggest any particular areas you would like to focus on.

We look forward to supporting you in this exciting new chapter of your career.

Best regards,
[Your Name]
[Your Position]
[Your Company]