

VIRTUAL – SIXTY MINUTES

How to Get Responses to Your Emails

Struggling to get your emails noticed, let alone answered? In today's crowded inboxes, even well-intentioned messages can go unread or ignored. *How to Boost Responses to Your Emails* is a practical, results-driven webinar designed to help professionals craft emails that get opened, read, and acted on.

You'll learn proven strategies for effective subject lines, structure, tone, and timing. Whether you're asking for approval, following up, or requesting action, this course will help you write with clarity, confidence, and impact.

Who should attend

This 60-minute webinar is for anyone who wants their emails to get faster, more consistent responses. We recommend up to 100 participants.

You learn to

- Ensure your purpose is clear and persuasive, so readers know exactly what you need them to do, and why they should do it
- Write subject lines and opening paragraphs that tell readers what to expect
- Use closed-ended questions and a persuasive call to action to encourage a quick response

What to expect

We know people learn best by doing, so this webinar gives you opportunities to practice as you learn. You participate in individual activities and small group discussions. You leave with an action plan for writing emails that get a quick response.