

Sample Email to Adapt to Your Context

Subject:

Exciting Professional Development Opportunity

Email:

Dear Team,

I am excited to share a great opportunity for all our employees and volunteers to build new or strengthen existing skills and achieve professional certificates that will help us be effective in our collective mission.

There is a valuable free online learning platform called [DisasterReady.org](https://disasterready.org) designed expressly for humanitarian and development professionals. DisasterReady has an impressive variety of over 1,600 high-quality online courses and certificate programs available to you at no cost and provided in English, French, Spanish, and Arabic. This platform covers a wide array of topics essential to our work, including:

- Project Management and Program Support
- Security Risk Management and Personal Safety
- Humanitarian Essentials
- Monitoring, Evaluation, Accountability, and Learning (MEAL)
- Management and Leadership
- Technical Areas: Health, WASH, Food Security and Nutrition, Shelter and Non-Food Items, Supply Chain

- Cross-cutting Themes: Protection, Safeguarding, Psychosocial, Gender-based Violence, Climate Change, Cash Transfer
- Staff Resilience and Wellbeing
- Professional Development
- And much, much more.

These resources are an incredible opportunity for growth, whether you're just beginning your career, aiming to elevate your contributions in your current role, or stepping into a new position. The importance of ongoing professional development cannot be overstated—it is the backbone of personal growth and the driving force behind the effectiveness of our collective mission.

Signing up is quick and straightforward. Create your free account at DisasterReady.org, login, and you will gain immediate and unlimited access to the entire catalog of free training content.

Once you have had a chance to explore and utilize these courses and certificate programs, I would appreciate hearing your reflections and feedback on DisasterReady's offerings.

Best Regards,

[Your Name]

[Your Title]