

EFgo Training Communication Templates

*How to use: You can personalize these message templates by copying this document to your Google Drive or by clicking the File menu and downloading it as a Word document. Fields to be customized and user notes are in **RED**.*

Upcoming EFgo Leadership & Implementation Training

Dear **[Name/Team]**,

I'm looking forward to seeing you at our upcoming EFgo Leadership & Implementation Training. Here are the details:



Date: **[Date]**



Time: **[Time]**



Location/Link: **[Insert in-person location or virtual meeting link]**

What we'll cover:

This session is designed specifically for program administrators and coaches who will guide and support EFgo implementation across your program. We'll start with an overview of executive function — what it is, why it matters, and how it develops in young children. From there, we'll cover:

- Setting up your teachers in EFgo and rostering students
- Your role in supporting educators through the MEFS administration
- How to use EFgo data to guide program-level decision-making
- Strategies for addressing educator questions or concerns
- How to track progress and keep implementation on schedule

Why this matters

As a program leader, your support is one of the most important factors in a successful EFgo implementation. This training will equip you with the tools and perspective you need to guide your team with confidence — and to help educators see the value of what they're doing for children.

What to expect:

- Come prepared to discuss your program context and any implementation questions
- Please bring **[device/laptop/tablet]** if you have one available **(if training will be in-person)**

Please don't hesitate to reach out before the session if you have any questions.

Warm regards,

[Name]

Upcoming EFgo Foundational Training

Dear **[Name/Team]**,

We're looking forward to our upcoming EFgo training session. Here are the details:



Date: **[Date]**



Time: **[Time]**



Location/Link: **[Insert in-person location or virtual meeting link]**

What we'll cover:

This session is designed to give you a strong foundation for using EFgo with your students. We'll start with an overview of executive function — what it is, why it matters, and how it develops in young children. From there, we'll walk through the platform together, explore how the Minnesota Executive Function Scale (MEFS) works, and make sure you feel confident and ready before the assessment administration window opens.

Why this matters:

Executive function skills, such as attention, self-regulation, and flexible thinking, play a powerful role in how children learn and grow. This training will help you understand what the MEFS is measuring and how to use that information to support your students in meaningful ways.

What to expect:

- Come with questions — we'll save time to address them
- No prior experience with EFgo is needed
- Please bring **[device/laptop/tablet]** if you have one available **(if training will be in-person)**

We're excited to learn from this together. Please don't hesitate to reach out before the session if you have any questions.

Warm regards,

[Name]