**Take Charge Programs**

**Email Templates**

**for Workshops**

*Updated March 2021*

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# **INITIAL CALL TO PARTICIPANTS**

* Your workshop is scheduled, and participants are registered. Now you must contact each one and gather pertinent information to move forward with a virtual workshop.
* **General information to collect**
* First and last name
* Address – so that you can mail *Living a Healthy Life with Chronic Conditions* book and any other materials/handouts
* Phone number (you already have it!)
* Email address—it is very important to get the correct email address so that you will be able to email pertinent workshop information as described below
* **Points to discuss with, ask of participants on the initial call**
* **Share/clarify information about the workshop**
* **Ask participants the following questions to help with technical assistance:**
  + What type of technology will you use to access the virtual workshop i.e. computer, tablet or smartphone
  + Do you have internet access
  + Do you have sufficient bandwidth support
  + Have you ever used a video/virtual platform such as Zoom, Skype, etc.
  + Would you like additional help/practice to access a virtual platform, if so then
* **Inform participants that the technical assistant (TA) will contact them 2 or 3 days before the start of the workshop to:**
  + Ensure they are able to access the virtual workshop platform
  + Practice using platform functions
* **Tell participants they will receive a reminder email the day before the workshop begins with the following:** 
  + Virtual workshop link
  + Days, dates and time of workshop
  + Instructions to access a virtual workshop platform (if requested)

# **SESSION ONE WORKSHOP REMINDER EMAIL TO PARTICIPANTS**

Here is an email template to remind participants of the workshop; this should be sent the day before Session 1. Customize the email with detailed workshop information in the areas highlighted in yellow.

Subject: Zoom Take Charge Workshop

Hello!

Just a friendly reminder that tomorrow is the first session for the Take Charge Workshop. Please click on the link below to access the Zoom workshop each week. Please try to access the meeting 15 minutes before the start of the workshop.

* Workshop Zoom link: **Zoom Link**
* The workshop will meet on **Days, Date through Date**
* **Time**

We look forward to seeing you tomorrow!

# **WEEKLY ACTION PLAN REMINDER**

A virtual workshop makes it challenging for participants to find a “Buddy” to call to check on action plans as with a face-to-face workshop. Therefore, below is an email template to send to participants three days after the workshop as a weekly action plan reminder.

Subject: Action Plan friendly reminder

Hello,

We hope this email finds you well and that you are having a nice week. This is just a friendly reminder for you to keep track of your Action Plan. We will all be reporting on how we did with our Action Plans at the beginning of each workshop session.

Have a wonderful rest of your week! We look forward to seeing you at the next session.

# **WEEKLY WORKSHOP REMINDER WITH ZOOM LINK**

Below is an email template to participants as a weekly reminder of the Zoom workshop. Areas highlighted in yellow are for you to customize the email with detailed information pertinent to your workshop. Send this email either the day before or day of your scheduled virtual workshop.

Subject: Zoom link for Take Charge Workshop

Greetings,

Please click on the link below to access the Zoom Take Charge Workshop each week. Please try to access the meeting 10 minutes prior to the workshop start time.

The workshop is scheduled for Days, Date through Date

Time

Click on this link to access the workshop: Zoom Meeting Link

Please contact Technical Assistant if you are having difficulty at Phone Number.

Thank you and we look forward to seeing you soon!

# **WORKSHOP FORMS EMAIL**

Below is an email template for participants with links to workshop forms. This email should be sent following Session 1 of the workshop and Session 2 if new participants join.

**Make sure to include the Participant ID# and Workshop Code that you will receive from AgeOptions in the email!**

Subject: Take Charge Workshop Forms

Greetings!

Thank you for joining the workshop. A *Living a Healthy Life with Chronic Conditions* book will be mailed to you. We would greatly appreciate your completing the forms listed below. By filling out these forms, this information helps us learn how to improve our program and continue to provide the workshops at no cost to community members.

**Please include your Participant ID# and Workshop Code on the forms where requested.**

Participant ID#: ID#

Workshop Code:Code

**Workshop Forms - Click on the links below to access forms and submit.**

* [Welcome Letter and Consent Form *please fill out and* ***submit***](https://ilpathwaystohealth.wufoo.com/forms/myoll7d1cchvgt/)
* [Media Photo Release Form *please* *fill out and* ***submit***](https://ilpathwaystohealth.wufoo.com/forms/m19rz4kj1io5l3n/)
* [Participant Information Pre-Survey *please fill out and* ***submit***](https://ilpathwaystohealth.wufoo.com/forms/mu0qur81ip48r9/)

Click on this link to access the workshop: Zoom Meeting Link

Thank you!

# **FINAL THANK YOU LETTER**

Send a thank you email to participants within two days of completing the virtual workshop. The template below acts as a reminder for participants to submit the post-survey as well as solicit feedback. The areas highlighted in yellow are for you to customize the email to your workshop.

Subject: Thank you for participating in the workshop!

Greetings,

You did it! Congratulations and thank you for participating in the virtual Program Name Workshop! We have enjoyed spending these past weeks with you by computer, tablet and smartphone; we hope that you, too, have enjoyed this new way of meeting. We also hope that the time you have spent with us and the activities in which you participated have been beneficial to you as you move forward and continue to manage your health/diabetes. We ask that you please take the time to complete and submit the post workshop survey as your feedback is very important to us. Simply click on the link below to access the form. Don’t forget to include your Participant ID# and Workshop Code!

**Post Workshop Survey Link:** [**https://ilpathwaystohealth.wufoo.com/forms/mh51ejz1dpxrck/**](https://ilpathwaystohealth.wufoo.com/forms/mh51ejz1dpxrck/)

**Participant ID#: ID#**

**Workshop Code: Code**

If there are any thoughts you would like to share with us regarding the workshop, we would love to hear from you. If you do wish to communicate or express any views, please either write, call, or email us. Here is our contact information:

Name

Organization

Address

City, State, Zip

Phone number

Email

Once again, thank you for participating in the virtual workshop and good luck as you “Take Charge” of your health.

Best,