

Office of Head Start
Evaluation of the Head Start *Safe Families-Safe Homes* Training

Phone Script to Follow-Up on Survey Participation for Participants with Uncompleted Surveys after the 2nd Reminder Email

Trainee's Name: <Name of participant> Call Date: <date and time>

INTRODUCTION

<Introduce self as evaluator for the *Safe Families-Safe Homes* training on the behalf of the Office of Head Start.>

The reason I am calling is to follow up about an evaluation of the *Safe Families-Safe Homes* trainings that you attended over the past few months. I have sent two emails with a link to an online survey for this evaluation in the last few weeks. Did you get those emails?

<Discuss. If emails were not received, verify email address.>

<I am glad you received the emails.> or <I am glad I now have your correct email address.> Do you have any questions or concerns about this evaluation? The survey should take less than 10 minutes and will provide some important information to the Office of Head Start regarding ways they can improve and better use this training. I am happy to resend the survey link to you right now for your convenience!

Since we only have a small number of participants to survey for this evaluation, your participation will make a difference in the conclusions of this evaluation. Thank you so much for taking the time to speak with me today. We really appreciate your time and efforts in assisting us with this study.

Have a great day! Good-bye.