Survey E-mail Invitation

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| What | When to Send |
| Survey Email Invitation | Three Months Following Course Participation |
| Email Text:Dear REC Staff, Three months ago, you completed the HITRC training, [insert course name here]. As part of that course, you were asked to complete an Action Plan to help you apply the training in your day-to-day role. The HITRC Training Team would like to assess how much the training and Action Planning process has helped you apply what you learned over the last three months. This survey allows you to share your feedback with the HITRC Training Team. You may access the survey by clicking the link below: INSERT LINK TO SURVEY The survey is anonymous and takes approximately 5 minutes to complete. Please complete it as soon as possible, but no later than [insert deadline date for two week survey period]. If you have any questions about this survey, please contact us at HITRCTraining.os@hhs.gov. Thanks,HITRC Training Team |

## Reminder E-mail

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| What | When to Send/Post |
| Reminder Email | One week after initial invitation is sent |
| Email Text:Dear REC Staff, Recently, you were invited to complete an online survey to share feedback on the HITRC training, [insert course name here]. As part of that course, you were asked to complete an Action Plan to help you apply the training in your day-to-day role. The HITRC Training Team would like to assess how much the training and Action Planning process has helped you apply what you learned over the last three months. This survey allows you to share your feedback with the HITRC Training Team. You may access the survey by clicking the link below: INSERT LINK TO SURVEY The survey is anonymous and takes approximately 5 minutes to complete. Please complete it as soon as possible, but no later than [insert deadline date for two week survey period]. If you have any questions about this survey, please contact us at HITRCTraining.os@hhs.gov. Thanks,HITRC Training Team |