

Survey E-mail Invitation

| What | When to Send |
|--|---|
| Survey Email Invitation | Three Months Following Course Participation |
| <p>Email Text:</p> <p>Dear REC Staff,</p> <p>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.</p> <p>This survey allows you to share your feedback with the HITRC Training Team. You may access the survey by clicking the link below:</p> <p>INSERT LINK TO SURVEY</p> <p>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.</p> <p>Thanks, HITRC Training Team</p> | |

Reminder E-mail

| What | When to Send/Post |
|---|---|
| Reminder Email | One week after initial invitation is sent |
| <p>Email Text:</p> <p>Dear REC Staff,</p> <p>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.</p> <p>This survey allows you to share your feedback with the HITRC Training Team. You may access the survey by clicking the link below:</p> <p>INSERT LINK TO SURVEY</p> <p>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.</p> <p>Thanks, HITRC Training Team</p> | |