

Email Template: Reminder Email 2 to DCH Training Needs Assessment Respondents

Dear <insert name>,

Only a few days remain to complete the Centers for Disease Control and Prevention's Division of Community Health (DCH) Training Needs Assessment! We are aiming to have as close to 100% response as possible to provide DCH with training needs for all their awardees. Your input is invaluable in ensuring the trainings you need are offered!

If you have already completed the Training Needs Assessment, we sincerely thank you for your assistance. If not, please access the assessment by clicking **here**. *Insert hyperlink with the full web address.*

Completion of this questionnaire is strongly encouraged but voluntary. Completing and submitting the survey will indicate your consent to participate. Your responses will be maintained in a secure manner by our contractors ICF International. Individually identifiable responses will not be provided to DCH staff.

Your opinions, along with those of other <principal investigators/ program managers, evaluators, media/communications staff, and coalition members> will be compiled and analyzed in aggregate form by ICF International. A report of these results will be provided to DCH to improve its training and technical assistance services. Respondents will have access to a summary report on request. We anticipate the assessment will be administered again the last quarter of 2016 to understand and respond to any evolving training needs of awardees.

If you have any questions about accessing the DCH Training Needs Assessment, please contact DCHTrainingNA@icfsurveysupport.com. If you have questions related to the content of the training needs assessment, please do not hesitate to contact Tim LaPier at tnl4@cdc.gov. We appreciate your time and participation in this important assessment.

Best Regards,
<Insert signature>