

Attachment A2: Needs Assessment Reminder Email

Hello,

This is a gentle reminder that the last day to complete the NCEH/ATSDR Wellness Committee needs assessment is Friday, [enter date here].

To complete the needs assessment, please click here: <https://www.surveymonkey.com/r/NCEHATSDRwellness>

The NCEH/ATSDR Wellness Committee, established in March 2017, works to improve wellness through education and activities that support healthy lifestyles, resulting in improved productivity and morale for NCEH/ATSDR staff members. In 2017, the committee planned events such as the NCEH/ATSDR Bring Your Child to Work Day and the Meet Your Wellness Committee event.

The committee has developed a needs assessment to better understand your current wellness practices and wellness-related interests. The needs assessment is designed to assess: 1) wellness topics and activities of importance to staff; 2) staff interest in proposed future wellness activities; 3) wellness activities to boost employee morale; 4) optimal times to schedule wellness activities; and 5) priority areas for staff.

As such, we are asking for your input so we can better plan NCEH/ATSDR wellness activities and events for the 2018 calendar year, and tailor events to your needs and interests.

Completion of the needs assessment is entirely voluntary and will take about 15 minutes of your time. Your responses will only be used in aggregate and individual responses will not be identifiable. Your feedback is important to us!

Thank you for your help as we work to better serve the wellness needs of our Center.

Sincerely,

Your NCEH/ATSDR Wellness Committee