

## Attachment 11: Training Follow-up Reminder Email

### Email Invitation

Dear ~~Studentname~~:

The Capacity Building Branch of the Division of HIV/AIDS Prevention (DHAP) at the Centers for Disease Control and Prevention (CDC) would like to thank you for attending the ~~TrainingEventName~~ training on ~~TrainingDate~~.

Recently, we sent you an e-mail inviting you to participate in an online assessment to share feedback on your training experience and the ways in which you have been able to apply what you learned in the training. We recognize that you may have overlooked the prior e-mail invitation and are inviting you to complete the assessment now by clicking on this link <~~URL~~>.

This brief assessment should take approximately 15 minutes to complete. The aggregate results of the assessment will be used to improve future trainings.

Because customer feedback is critical to the success of our capacity building assistance (CBA) program, a contractor working with us on this assessment project will follow up with you via telephone, if you do not respond to this email invitation by completing the assessment online.

Should you wish to decline participation in this assessment, please notify the interviewer when he/she contacts you. Your participation in the assessment is completely voluntary, and failure to participate will not jeopardize your employment or CDC funding of your organization.

Please feel free to send an e-mail to [CBAEvaluations@cdc.gov](mailto:CBAEvaluations@cdc.gov), should you have any questions or concerns about this effort.

Again, we look forward to receiving your feedback on the ~~TrainingEventName~~ training.

Sincerely,  
The Capacity Building Branch