

EVALUATION COMMUNICATION

Task Leads or a designated project team member should disseminate the Core Training Evaluation link by e-mail via the following schedule. We recommend at least one, but no more than two reminders.

- Initial Communication: Immediately after event
- Reminder #1: 2-4 calendar days event
- Reminder #2: 5-7 calendar days event

Below are recommended formats for the initial dissemination and reminders. Please complete the highlighted fields. We recommend copy/pasting participant e-mails into the BCC field. **All evaluation responses are voluntary.**

INITIAL COMMUNICATION

Subject Line: The Threat Lab [Event Name] – Feedback

Greetings Participants,

On behalf of The Threat Lab, thank you for participating in (Name of Professional Development Live Event) on (insert date here). We hope you (insert learning objective here).

Please take a few minutes to complete the event's evaluation to provide your feedback and help us improve this and future Threat Lab learning experiences. The evaluation will close at midnight on (insert day/date which is 7 calendar days after initial communication). Your responses are voluntary.

(Insert electronic evaluation link here)

Email us at DODHRA.ThreatLab@mail.mil to join The Threat Lab's distribution list and stay up-to-date on our future events.

Sincerely,

(Insert Your Name / Name of Project Team here)

REMINDER COMMUNICATION

Subject Line: The Threat Lab [Event Name] – Feedback Reminder

On behalf of The Threat Lab, thank you for participating in (Name of Professional Development Live Event) on (insert date here).

If you already completed the event's evaluation, thank you for your time! If not, please take a few minutes to provide your feedback and help us improve this and future Threat Lab learning experiences. The evaluation will close at midnight on (insert day/date which is 7 calendar days after initial communication). Your responses are voluntary.

(Insert electronic evaluation link here)

Email us at DODHRA.ThreatLab@mail.mil to join The Threat Lab's distribution list and stay up-to-date on our future events.

Sincerely,

(Insert Your Name / Name of Project Team here)