

CLJIA Invitation and Reminder Letters and Emails

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CQI Workshop Feedback Survey

Invitation Email

Subject Line: Your feedback on CLJIA's [CQI Topic] Workshop

Message:

Thank you for participating in CLJIA's [CQI Topic] Workshop! We hope you will share your input about the workshop by completing CLJIA's feedback survey. This survey is completely voluntary and can be completed here:

[Click here to complete the feedback survey](#)

The survey is designed to gather your input on the workshop and its usefulness to your jurisdiction's Court Improvement Program (CIP). Your candid responses will help the CLJIA team understand what worked well and where we should make adjustments to improve future workshops. The survey is anonymous and will take about 4 minutes to complete.

If you have questions about the survey, please contact Kristen Woodruff, Evaluator for CLJIA, at kristenwoodruff@westat.com. The evaluator will summarize the anonymous survey responses and report findings in aggregate to our CQI Workshop team to inform future planning.

The survey will close on [date], so please be sure to complete the survey before then.

Thank you for your participation!

CLJIA Workshop Lead

Reminder Email #1

Timing: Send one week after the initial invitation.

Subject Line: Reminder! Please share your feedback on CLJIA's [CQI Topic] Workshop

Message:

Thank you to all who completed the [CQI Topic] Workshop Feedback Survey!

If you have not yet completed this survey, please take the time to share your feedback now. This survey is completely voluntary and can be completed by clicking on the link below:

[Click here to complete the feedback survey](#)

Your feedback is anonymous and will help the CLJIA team understand what worked well and where we should make adjustments to improve future workshops. This survey will close on [date] and takes about 4 minutes to complete.

Thank you!

CLJIA Workshop Lead

Reminder Email #2

Timing: Send one day prior to survey close date.

Subject Line: Final Reminder! Please share your feedback on CLJIA's [CQI Topic] Workshop

Message:

Thank you to all who completed the [CQI Topic] Workshop Feedback Survey!

If you have not yet completed this survey, please take the time to share your feedback now. This survey is completely voluntary and can be completed by clicking on the link below:

[Click here to complete the feedback survey](#)

Your feedback is anonymous and will help the CLJIA team understand what worked well and where we should make adjustments to improve future workshops. This survey will close **tomorrow** and takes about 4 minutes to complete.

We greatly appreciate your participation!

Thank you,

CLJIA CQI Workshop Lead

Pre-Academy Assessment

Invitation Email/Pre-Academy Message

NOTE: The CLJIA team sends a pre-Academy message to registrants, which includes logistical information about the Academy (tailored to reflect either an in-person or virtual course) and an invitation to complete pre-work. Pre-work refers to the pre-assessment and opportunity to review material in a brief online module. The evaluation team will analyze data from the assessments, but does not administer the assessments as they are considered part of the course. Following is a sample email invitation to registrants who will attend a virtual Academy, and the reminder emails.

Dear [Judicial/Attorney] Academy Registrant,

The Center for Legal and Judicial Innovation and Advancement's [Judicial/Attorney] Academy on Reasonable Efforts is just around the corner. The event takes place [Insert Date/Time]. We look forward to seeing you there. As a reminder, we're hosting the Academy online using Zoom. The directions below explain how to access and use the platform.

Please let us know if you no longer plan to attend.

(1) Academy Prep Call

You should have received an invitation for a learner prep call for [Insert Prep Call Date/Time]. Please let us know if you did not receive the invite.

(2) Download the Zoom App: If you don't already have Zoom installed on your computers, you will need to download the application in order to participate. The link for doing so is below:

[INSERT LINK]

Once it's installed, you're ready to go. Please feel free to contact me if you need technical support or have trouble downloading the app.

(3) Complete the Pework: Sometime between now and midnight, [One week Prior to Event Start], please complete our short online module on making reasonable efforts findings. The module is composed of fourteen questions and black letter law on how and when to make reasonable efforts findings. Don't worry about mastering the material before the live event. Just take your time and work through the questions and content. We do not expect you to get every, or any, question right. The purpose of the prework is to get a sense of what you already know and give you a "first dose" of the material. We'll go over the questions and answers throughout the two day training, and you'll get another attempt at the questions after the training.

Here's the link to the online prework: [INSERT LINK]

You may complete the prework on your computer, cell phone, or tablet. **Please be sure to use the same email address to log in and out of the online course.**

(4) Access the Materials: The Academy is simulation-based, so you'll have lots of opportunities to practice what you've learned in a low stakes environment. We'll send you a link to the materials in the next week. You do not need to review them before the event. We're sending them to you ahead of time as a convenience because we know some people like to print out hard copies of the materials and we wanted to give you ample time to do so.

(5) Join us on the Day of the Event: On the day of the event, click on the following link to enter the virtual room and participate:

[\[INSERT ZOOM LINK\]](#)

Don't hesitate to contact us if you need any support or have any questions.

Sincerely,

The Center for Legal and Judicial Innovation and Advancement

Reminder Email

Hi there,

I hope this email finds you well.

I am reaching out to see if you need any assistance in completing our pre-work evaluation. If you have not completed the assignment, you can access it by using the link below:

[\[Insert Pre-work Link\]](#)

Please don't worry about mastering the material before the live event. Just take your time and work through the questions and content. We do not expect you to get every, or any, question right. The purpose of the prework is to get a sense of what you already know and give you a "first dose" of the material. We'll go over the questions and answers throughout the two day training, and you'll get another attempt at the questions after the training.

You may complete the prework on your computer, cell phone, or tablet. Please be sure to use the same email address to log in and out of the online course.

Thank you!

Post-Academy Assessment and Feedback Survey

NOTE: The Feedback Survey may be administered virtually or hard copy (when the Academy is held in-person). When the survey is administered virtually, the CLJIA team's post-Academy emails will include a link to the online version of the Feedback survey, as seen in the email below. Post-work refers to the post-Academy Assessment and opportunity to review additional material in the online module.

Invitation Email

Greetings,

Thank you again for joining us for our **[Insert Month]** **[Judicial/Attorney]** Academy. We appreciate the time you have taken out of your busy schedule to attend, and we look forward to working with you in the future.

As promised, please find below the link to both the feedback survey and post-training evaluation questions:

(1) Feedback Survey: **[Insert Link]**

The Feedback Survey is designed to gather feedback on your experience with the Academy. The survey is completely voluntary. Your candid responses will help the CLJIA team understand what worked well and where we should make adjustments to improve future workshops. The survey is anonymous and will take about 4 minutes to complete.

(2) Post-Training Questions: **[Insert Link]**

The login information for your post-training questions will be the same login you used for the pre-work. Please let me know if you have any questions.

Warmest regards,

The Center for Legal and Judicial Innovation and Advancement

Reminder Email

Greetings,

Thank you again for joining us for our **[Insert Month]** **[Judicial/Attorney]** Academy. We appreciate the time you have taken out of your busy schedule to attend, and we look forward to working with you in the future.

As a reminder, please find below the link to both the feedback survey and post-training evaluation questions, if you have not already completed them:

(1) Feedback Survey: [\[Insert Link\]](#)

The Feedback Survey is designed to gather feedback on your experience with the Academy. The survey is completely voluntary. Your candid responses will help the CLJIA team understand what worked well and where we should make adjustments to improve future workshops. The survey is anonymous and will take about 4 minutes to complete.

(2) Post-Training Questions: [\[Insert Link\]](#)

The login information for your post-training questions will be the same login you used for the pre-work. Please let me know if you have any questions.

Warmest regards,

The Center for Legal and Judicial Innovation and Advancement