



CHAMPION FOLLOW UP TIMELINE

TIPS TO INCREASE & MAINTAIN ENGAGEMENT

Connecting with worksites after a WorkWell KS workshop can help worksites make progress and keep them engaged.

AFTER THE WORKSHOPS



2-3 DAYS POST WORKSHOP: (DATE) _____

- Send an e-mail, thanking each worksite contact for attending the workshop and providing them with your contact information (*WWKS will provide you with a report and the worksites contact information after your workshop*).

2 WEEKS POST WORKSHOP: (DATE) _____

- Check-in with contacts via e-mail or phone to see if they are making progress or if they need assistance from you or the WorkWell KS team.
- Share any local opportunities for worksites that support/improve worksite or community health (e.g., worksite coalitions, community health coalitions).

2 MONTHS POST WORKSHOP: (DATE) _____

- Check-in with contacts to see how things are going, what progress is being made, and/or if they need any assistance from you or the WorkWell KS team.

6 MONTHS POST WORKSHOP: (DATE) _____

- Check-in with contacts to see if they need help identifying next steps to address/develop a comprehensive plan for their worksite.
- Let them know about upcoming workshops in the region/community. Encourage the worksite to focus on developing, implementing, and evaluating one topic at a time.

9 MONTHS POST WORKSHOP: (DATE) _____

- Check-in with contacts to see how things are going, what progress is being made, and/or if they need any assistance from you or the WorkWell KS team.
- Let contacts know WorkWell KS will be reaching out to assist them with the completion of a one year follow-up assessment. They will then receive a tailored report showing what progress they have made.
- Let them know about upcoming workshops in the region/community.

1 YEAR POST WORKSHOP: (DATE) _____

- Check-in with contacts to see if they have completed the WorkWell KS one year follow-up assessment.
 - If yes, what did they learn from their report? How can you help them with next steps?
 - If no, can you connect them with WorkWell KS so that they can take advantage of the assessment and report?