



WORKSITE RECRUITMENT TIMELINE

TIPS TO INCREASE & MAINTAIN ENGAGEMENT

Utilize your contacts in the community to identify worksites. Be sure to reach out to additional worksites where you may not have a specific contact.

BEFORE THE WORKSHOPS



8 WEEKS PRIOR: (DATE) _____

- Hand deliver WWKS packets to worksites. (These packets include a welcome letter with the workshop details, a WWKS flyer and registration info. Consider meeting with the CEO.)

7 WEEKS PRIOR: (DATE) _____

- Follow up with a phone call. (Try speaking with the executive if possible. You may end up speaking with HR first. During this contact, it is important to inform them that the training is free, evidenced-based, and for their wellness TEAM, not just one person.)
- Each worksite needs to identify a main point of contact that will register their team using the workshop registration link.
- Those wanting to attend as observers must still register, be approved by the WWKS team, and will be treated as participants during workshop.

5 WEEKS PRIOR: (DATE) _____

- Send email to see if there are any questions and offer assistance with registration process.
- Request a registrant list from WWKS Coordinator, Aubrey (aubrey@wbchc.com) to determine who has not registered.

4 WEEKS PRIOR: (DATE) _____

- Make additional calls to those who expressed an interest but have not yet registered. (Continue with this follow up through one week prior.)

2 WEEKS PRIOR: (DATE) _____

- There needs to be a minimum of 7 worksites attending in teams who have registered for each workshop. (If registrant numbers are below this, the workshop may be canceled)
- Participate in a call with Aubrey to review the Champion Checklist.

Date: _____ **Time:** _____ **Call: (316) 268-1126**

1 WEEK PRIOR: (DATE) _____

- Send an email reminder (with workshop details e.g. date/time/location) to registrants to ensure participation. (Make sure to show enthusiasm – this will be a great workshop!)
You might include a reminder in your email that all worksites should have completed the workshop assessment. (These were emailed to individual worksites by WorkWell KS after registering.)
- Registration for the workshops closes.

1 DAY PRIOR: (DATE) _____

- Send a final reminder email. (Include a personalized note "looking forward to seeing you tomorrow" message.)



WORKSHOP PLANNING CHECKLIST

NOTES AND LOGISTICS



FIND A WORKSHOP SPACE

- A space/room is secured that has enough seating to accommodate all participants. (Chairs and tables are arranged in a U shape if possible. If a session has a large number of participants then the table configuration may be different.)

Room has:

- Internet capabilities
- A projector (We can provide one if needed.)
- A screen or wall/space to project on
- A computer (We can provide one if needed.)

PLAN SNACKS AND BEVERAGES

ALL snacks and beverages provided are healthy! (**See the Kansas Health Foundation Catering Policy!**)
LEAD BY EXAMPLE. WorkWell KS provides a budget to cover the cost of food. (We understand catering costs vary as will the sizes of workshops. Please notify us if additional funds are needed.) ****For all food, please make sure there is a vegetarian option and make sure everything is flax free!****

- Morning workshops - Plan a healthy morning snacks (Budget of \$4/person.)*
- Afternoon workshops - Plan healthy snacks (Budget of \$4/person.)*
- Beverages for all workshops (Only water/unsweetened tea/coffee.)
- Find out what method of payment is needed (check or credit card).

**Pathways Grantees should refer to Pathways grant materials for budget information and Healthy Food, Beverage, and Snack Policy and Guidelines.*