

CDSME Post-Program Survey Call Instructions (All Workshops)

Before making the call

- Make sure you have the correct survey link for the corresponding workshop

Introductions

- Introduce yourself as a colleague of the workshop facilitator, stating the name of the facilitator (i.e. My name is Allison and I'm calling from Partners in Care Foundation. Last week you completed a Healthier Living workshop with Mayte. I'm a colleague of hers and will be completing the post-program survey with you.).
- Ask the participant if now is a good time to complete the post-workshop survey. This call should take about 10-15 minutes of their time. (if not – when is a better time to call back?)

Complete the Survey

- Explain that we ask that they complete a survey that helps with reporting to funders and improving services such as the workshop they just participated in. The information they provide remains confidential and will not be shared with the workshop facilitator unless in aggregate form (i.e. 80% of participants were Satisfied with the workshop).
- Complete the survey with them

Closing

- Thank the participant for completing the survey and attending the workshop.
- Tell them of any other relevant services that may be available to them (such as other workshops, social call groups, etc.)

