

**PRE-WORKSHOP INTRODUCTORY EMAIL**

*[Sent by the host/meeting coordinator to participating staff 2 weeks-1 month PRIOR to the scheduled workshop]*

Subject line: *You are invited to the Love Your Colon implementation workshop*

Hello,

We are excited to invite you to participate in a workshop to help us improve colorectal cancer screening rates among patients. As you may know, colorectal cancer is the 3rd most lethal cancer in the U.S., but it can be prevented or detected through appropriate screening. The Love Your Colon program provides tools and resources to support conversations with patients about colorectal cancer screening, and it's critical for our clinical staff to be experts on this topic.

This workshop is [optional, mandatory] for [describe staff as needed]. It will take place on [month, day, year], from [time] to [time], at [location]. This session will focus on overcoming barriers to colorectal cancer screening and motivating patients to adhere to the recommended colorectal cancer screening guidelines.

In preparation for the workshop:

- Watch a short introductory video, located here: [insert URL]
- Complete a 5-10 minute survey to help us understand your current experiences with your patients regarding colorectal cancer screening: [insert URL]

You can also review background materials about potential patient barriers, counseling techniques, and ways to increase screening rates at <https://www.loveyourcolon.org/hcp/patient-barriers>.

Thank you

[sign off]

**PRE-WORKSHOP REMINDER EMAIL**

*[Sent by the host/meeting coordinator to participating staff 2 days PRIOR to the scheduled workshop]*

Subject line: *Reminder: The Love Your Colon implementation workshop is coming up!*

Hello,

As a reminder, the colorectal cancer screening workshop is taking place on [month, day, year], from [time] to [time], at [location]. This workshop is [optional, mandatory] for [describe staff as needed].

If you have not done so already, please complete the following tasks prior to the workshop:

- Watch a short introductory video, located here: [insert URL]
- Complete a 5-10 minute survey to help us understand your current experiences with your patients regarding colorectal cancer screening: [insert URL]

You can also review background materials about potential patient barriers, counseling techniques, and ways to increase screening rates at <https://www.loveyourcolon.org/hcp/patient-barriers>.

We look forward to seeing you at the workshop.

Thank you

[sign off]

**POST-WORKSHOP THANK YOU EMAIL**

*[Sent by the host/meeting coordinator to participating staff 1-2 days FOLLOWING the workshop]*

Subject line: Thank you for participating in the Love Your Colon implementation workshop

Hello,

Thank you for participating in the colorectal cancer screening workshop on [month, day, year]. We learned a lot from you, and we hope you feel better equipped to engage in conversations with patients on this topic.

Key learnings from the workshop include:

- [learning 1]
- [learning 2]
- [learning 3]
- [learning 4]
- [learning 5]

We will also be hosting a follow-up workshop in 2-3 months, at which point you will be able to share your experiences and hear those of your colleagues, as well as provide feedback via a post-workshop survey.

Please continue to apply these learnings and to reference helpful materials, such as counseling techniques, at <https://www.loveyourcolon.org/hcp/patient-barriers>.

We look forward to our collective continuing efforts to improve colorectal cancer screening rates for eligible patients. If you have questions or comments, please reach out to [name] directly.

Thank you

[sign off]

**POST-WORKSHOP TASKS EMAIL**

*[Use only if the “Identifying internal barriers” section of the workshop takes place and only with participants of this specific section; Sent by the host/meeting coordinator to staff with assigned follow-up actions 2-5 days FOLLOWING the workshop]*

Subject line: Attention: Follow-up actions for the Love Your Colon implementation

Hello,

Thank you for participating in the colorectal cancer screening workshop on [month, day, year]. As we discussed, there are key follow-up actions we need to pursue in order to increase colorectal cancer screening rates with eligible patients, to meet our goal of [goal].

Action items:

Assigned task	Assigned lead	Key target date/milestone

We look forward to our collective continuing efforts to improve colorectal cancer screening rates for eligible patients. If you have questions or comments, please reach out to [name] directly.

Thank you

[sign off]

**POST-WORKSHOP SURVEY EMAIL**

*[Sent by the host/meeting coordinator to participating staff within 2 months FOLLOWING the initial workshop]*

Subject line: *Please complete the Love Your Colon post-workshop survey*

Hello,

Thank you for participating in the colorectal cancer screening workshop on [month, day, year].

Since the workshop, we have been applying the learnings from the training as well as from the supporting Love Your Colon materials to empower eligible patients to undergo colorectal cancer screening.

As a follow-up to the workshop, please complete a 5-10 minute survey to help us understand your current experiences with your patients regarding colorectal cancer screening: [insert URL]. Please complete by [month, day, year].

We look forward to our collective continuing efforts to improve colorectal cancer screening rates and to meet our goal of [goal]. If you have questions or comments, please reach out to [name] directly.

Thank you

[sign off]

**REINFORCEMENT WORKSHOP INVITATION EMAIL**

*[Sent by the host/meeting coordinator to participating staff within 3 months FOLLOWING the initial workshop]*

Subject line: *You're invited to the Love Your Colon implementation follow-up workshop*

Hello,

We are excited to invite you to participate in a follow-up workshop to help us improve colorectal cancer screening rates among patients. The Love Your Colon program provides tools and resources to support conversations with patients about colorectal cancer screening, and it's critical for our clinical staff to be experts on this topic.

This workshop is [optional, mandatory] for [describe staff as needed]. It will take place on [month, day, year], from [time] to [time], at [location]. This workshop will allow the opportunity to continue learning from each other's experiences, to share best practices, and to discuss learnings and/or challenges.

If you haven't done so already, please complete a 5-10 minute survey prior to the workshop: [insert URL].

You can continue to review background materials about potential patient barriers, counseling techniques, and ways to increase screening rates at <https://www.loveyourcolon.org/hcp/patient-barriers>. If you have questions or comments, please reach out to [name] directly.

We look forward to seeing you at this session.

Thank you

[sign off]

**PROGRAM CONCLUSION RESULTS EMAIL**

*[Sent by the host/meeting coordinator to participating staff within 6 months FOLLOWING the initial workshop]*

Subject line: Thank you for the Love Your Colon implementation accomplishments

Hello,

Thank you for participating in the Love Your Colon colorectal cancer screening program, which included a series of workshops and surveys, [internal work streams], and a video.

In the past 6 months, we accomplished a lot, such as: [include any internal accomplishments, such as improvements captured via the follow-up survey, increases in colorectal cancer screening rates, etc.]

- [accomplishment 1]
- [accomplishment 2]
- [accomplishment 3]
- [accomplishment 4]
- [accomplishment 5]

We also learned a lot about patients and our own organization. Key learnings include:

- [learning 1]
- [learning 2]
- [learning 3]
- [learning 4]
- [learning 5]

Please continue to apply these learnings and to reference helpful materials, such as counseling techniques, at <https://www.loveyourcolon.org/hcp/patient-barriers>.

We hope you feel better equipped to engage in conversations with patients on this topic and help us continue to improve colorectal cancer screening rates for eligible patients.

If you have questions or comments, please reach out to [name] directly.

Thank you

[sign off]