Sample Follow Up Email To Leaders

*This is an example of an email you might use to share the agenda for a 45-minute long Listening Session with a group before their meeting. Send this email approximately 1 week before the scheduled Listening Session.*

Email subject: Agenda for Listening Session on [insert date and time if available]

Dear [insert name typically addressed to a group leader or administrative assistant],

We are/I am excited to facilitate a Listening Session with your group on [insert date, time, location if available]! Please include this agenda on the calendar invite when you send it to the group:

**Listening Session Agenda**

* Introductions & purpose – 10 min
* Large group discussion (What is going well for you and your department?) – 5 min
* Individual (silent) & partner activities – 15 min
	+ What are the best parts of your job? Why?
	+ What gets in the way? Why?
	+ What are the worst parts of your day? Why?
* “One Wish” & voting activity (What 1 thing would most enhance your work experience?) – 10 min
* Evaluation & next steps – 5 minutes

We are looking forward to meeting with all of you! Please reach out if you have any questions or concerns about the Listening Session.

Sincerely,

[Facilitator or organizer name]

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*Source: AMA. Practice transformation series: Listening campaign: engage physicians to uncover and address sources of burnout. 2022.*