Sample Follow Up Email To Leaders

*This is an example of an email you might use to follow up with leaders after presenting the background and case for a Listening Campaign at your organization.*

**Follow up email to leaders**

Email subject: Following up: Request 30 minutes to discuss a Listening Campaign [insert any requests or needs from leaders that require a response]

Dear [insert name],

On [date], we gave a presentation about one of our key strategies aimed at improving the physician experience. The Listening Campaign is designed to celebrate what is going well and to identify systemic factors that make it difficult for physicians to find joy and meaning in their work. A primary goal is to keep the conversation positive and productive. We are excited to work with you and your group!

Could we borrow 30 minutes of your time to discuss the approach, schedule a time with your physician group (30-60 minutes), and address any predominant issues that we can prepare for ahead of time? We welcome any other members of your team to attend as well, such as the group well-being champion, administrator(s), dyad partner(s), etc.

If you are interested, please let us know who assists with your schedule and we’ll get a planning meeting on the books.

Sincerely,

[Name]

*Disclaimer: AMA STEPS Forward™ content is provided for informational purposes only, is believed to be current and accurate at the time of posting, and is not intended as, and should not be construed to be, legal, financial, medical, or consulting advice. Physicians and other users should seek competent legal, financial, medical, and consulting advice. AMA STEPS Forward™ content provides information on commercial products, processes, and services for informational purposes only. The AMA does not endorse or recommend any commercial products, processes, or services and mention of the same in AMA STEPS Forward™ content is not an endorsement or recommendation. The AMA hereby disclaims all express and implied warranties of any kind related to any third-party content or offering. The AMA expressly disclaims all liability for damages of any kind arising out of use, reference to, or reliance on AMA STEPS Forward™ content.*

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