

Workshop: Caregiving Program Series

Resource: Email to send to leadership team after the workshop

Be sure to follow up with those with whom you worked to gain approval and support to host the workshop

Dear _____,

Thanks so much for your support of our team's efforts to host the AARP Employer Caregiving Series. This is a topic that affects nearly all employees who report to them—so we are gratified that the workshop series was a success.

On [date], [name] welcomed [##] employees from across the organization for [workshop title here.] On [date], [name] welcomed [##] employees from across the organization for [workshop title here.] On [date], [name] welcomed [##] employees from across the organization for [workshop title here.]

We received very positive feedback from employees about the value of the workshops, and their appreciation for our effort to support them in their journeys as working family caregivers. [If you have survey data from the participant survey that you'd like to highlight, add a sentence or two about that here.]

If you were not able to join us for the workshops, we encourage you to check out the recordings and/or presentations, which we have made available to employees at [add link to your internal share site where these resources are accessible].

If you have any questions or thoughts about the workshop series, please reach out to [name] at [xxx.]

All the best,