**Sample Customizable Timelines**

**Example: One Monthly Discussion**

Use this timeline if you will discuss the content once together as a team. Add your own dates based on when your discussion is held.

*Tip: Alternatively, you can cover this one series over the course of two months. For example, in month one, discuss session 1. In month two, discuss session 2. You can apply the below timeline to each month with minor adjustments as needed in the frequency of communication.*

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| --- | --- | --- |
| Tactic / Channel | Timeline | Your Date |
| **Email Announcement**—Use “Announcement Template—Monthly Discussion” and customize with your custom link or text code. | 4 weeks out |  |
| **Slide / Flyers in Office** | 3 to 4 weeks out |  |
| **In-Person Reminder**—Remind employees about the training either during one-on-one meetings or other team meetings/discussions that take place this month. | 2 to 3 weeks out |  |
| **Email Reminder**—Use “Reminder Template.” | 1 week out |  |
| **Email Reminder**—Use “Reminder Template.” | Day before |  |
| **Team Meeting**—Use question bank or study guide. | -- |  |

**Example: Weekly Discussions**

Use this timeline if your team will discuss the content weekly. Add your own dates based on when your discussions are held.

*Tip: Consider making the last discussion an offsite meeting (coffee shop, restaurant, park) or a “lunch and learn” with lunch or treats at the meeting.*

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| --- | --- | --- |
| Tactic / Channel | Timeline | Your Date |
| **Email Announcement**—Use “Announcement Template—Weekly Discussion” and customize with your custom link or text code. | 1 to 2 weeks before first meeting |  |
| **Slide / Flyers in Office**—Leave the slide or flyers up in the office throughout the weeks you’re discussing the series. | 1 to 2 weeks before first meeting |  |
| **Email Reminder**—Use “Reminder Template.” | 1 to 2 days before first meeting |  |
| Week 1: Team Discussion |  |  |
| **Email Reminder**—Use “Weekly Question Template.” | 1 week before second meeting |  |
| Week 2: Team Discussion | -- |  |