**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 sessions 1 through 5. In month two, discuss session 6 through 10. You can apply the below timeline to each month with minor adjustments as needed in the frequency of communication.*

|  |  |  |
| --- | --- | --- |
| 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** | -- |  |

**Example: Weekly Discussions**

Use this timeline if your team will discuss the content weekly (covering two sessions a week). 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.*

|  |  |  |
| --- | --- | --- |
| 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 | -- |  |
| **Email Reminder**—Use “Weekly Question Template.” | 1 week before third meeting |  |
| Week 3: Team Discussion | -- |  |
| **Email Reminder**—Use “Weekly Question Template.” | 1 week before fourth meeting |  |
| Week 4: Team Discussion | -- |  |
| **Email Reminder**—Use “Weekly Question Template.” | 1 week before fifth meeting |  |
| Week 5: Team Discussion | -- |  |