

## **Read Me First – *The How Informed Are You?* Workshop Materials**

Your copy of the ***How Informed Are You?*** facilitator's guide contains samples of nine separate promotional documents for your use. The documents include an evaluation survey, management letter, e-mail and voicemail scripts, handout, article, flyer, poster, and tabletop tentcard. These documents are presented in three formats for your convenience: PDF and Microsoft Word® for downloading and printing on your in-house printer and a folder labeled "For Commercial Printers." These folders contain all necessary files for the flyer, poster, and tentcard to be printed at a commercial print shop.

The following were created in Microsoft Word®. To use, simply open the file and fill in the fields to customize for your company or program.

***How Informed Are You?*** E-mail Promotion (Email\_Promotion.doc)

***How Informed Are You?*** Management Letter (Management\_Letter.doc)

***How Informed Are You?*** Newsletter Article (Newsletter\_Article.doc)

***How Informed Are You?*** Employee Voicemail Promotion (Voicemail\_Promotion.doc)

The following promotions are customizable PDFs. You will need an Adobe® Reader® to access these files. If you do not have one, visit <http://www.adobe.com/products/reader> and download a reader at no cost. To print, simply open this file, fill in the customizable text fields, and print on your laser or inkjet printer or take it to a quick-print shop.

***How Informed Are You?*** Promotional Flyer (Informed\_Flyer.pdf)

***How Informed Are You?*** Participant Handout (Informed\_Handout.pdf).

***How Informed Are You?*** Promotional Poster (Informed\_Poster.pdf): For best results, print your posters on 8.5-inch by 11-inch white card stock from your inkjet or laser color.

***How Informed Are You?*** Evaluation Survey (Informed\_Survey.pdf)

**How Informed Are You?** Promotional Tentcard (Informed\_Tentcard.pdf): For best results, print your tentcards on 8.5-inch by 11-inch white card stock on your inkjet or laser color printer. Then, just trim and fold them.

Also included is the **How Informed Are You?** PowerPoint® Presentation with a script included on the notes pages.

To use the **How Informed Are You?** Workshop PowerPoint® Presentation, you must have the application software Microsoft® PowerPoint® installed on your PC or Mac. To use the presentation, download the file to your hard drive. Open the presentation and print your facilitator's note pages by clicking "print" from your tool bar at the top of your screen. Select "Notes" from the pop-up menu labeled "Print What." Click the box "Scale to Fit Paper," and then click "Print." Your notes pages will show the slides at the top of the pages with the facilitator's notes beneath them. These notes contain directions and a script for an easy and successful presentation.

To use a PC or Mac for your PowerPoint® presentation you will need a compatible projector connected and a screen or plain wall on which to show the slides. Then, simply open the file, and click on "slide show." You can then move through each slide, viewing the projected presentation and your monitor simultaneously.

## **E-mail Promotion**

Re: How Informed Are You?

Dear Employee:

It's almost time for the [company/program name] workshop called *How Informed Are You? Becoming An Active Participant in Your Medical Care*.

Date:

Time:

Location:

This valuable workshop will help you learn how to be an active partner with your doctor in medical care decisions. Reserve your space right now by e-mailing me at [e-mail address]. See you there!

For more information contact: [name, location, phone/extension]

[Print on company letterhead.]

## **Management Letter**

**Dear** [name]:

Healthy employees are a vital element of any healthy organization. To support this value, the [name of department] is sponsoring a workshop for [name location] personnel on [day, date, and time], at [building, room number].

The title of this 45-minute workshop is *How Informed Are You? Becoming an Active Participant in Your Medical Care*. The objectives are to help employees learn:

- The importance of becoming active participants in their medical care decisions.
- The process for selecting a primary care physician (PCP).
- The elements of a quality office visit.
- Concepts for improving communications with their healthcare providers.
- Examine approaches for medication adherence.
- How to make informed decisions if they are faced with a major health problem.

Please reserve this date for yourself, and we ask you to encourage your employees to participate as well. Please feel free to e-mail me at [e-mail address] if you have any questions. Let's all help make [company name] a healthier place to work.

Thank you for your support!

Yours in health, [name]

## Newsletter Article

### How Informed Are You?

**How you interact** with the healthcare system plays a significant role in how well you manage your health, especially when you have a chronic health condition or a life-threatening illness. That's why it's important for you to be an active participant with your healthcare provider in the decisions that affect your care.

The [department] is sponsoring a 45-minute workshop called *How Informed Are You? Becoming an Active Participant in Your Medical Care*.

By attending this workshop, you will learn how to:

- Become an active participant in your medical care.
- Select a primary care physician (PCP) based on your needs and preferences.
- Make the most of your office visit.
- Communicate more effectively with your healthcare providers.
- Examine approaches for medication adherence.
- Make informed medical decisions if you face a major health problem.

The *How Informed Are You?* workshop will be held:

Date:

Time:

Location:

To reserve your space, contact: [name, location, phone/extension, e-mail].

## **Voicemail Promotion**

Hi. This is [name, title] just reminding you that tomorrow, [date] at [location] from [time] to [time], the [department(s)] will be sponsoring a workshop called *How Informed Are You? Becoming An Active Participant in Your Medical Care*. This 45-minute workshop will provide valuable information and skills to help you become a more active participant in your medical care.

For more information contact: [name, location, phone/extension, e-mail]

See you there!