

Well-being Champions Recruitment and Training

Project Plan

(Adapt to virtual or hybrid training as needed)

WHEN	CHAMPION RECRUITMENT	CHAMPION TRAINING	COMMENTS/NOTES
Months 1-2	Prepare nomination and recruitment materials	Ongoing virtual training for existing Well-being Champions	
Months 3-5	Receive nominations; answer questions, remind of deadline date- usually end of year	Ongoing virtual training Work on the initial training agenda for the upcoming year -need to have at least days and times done by end of year, if not all content	
Month 6	<p>Determine need for lottery for recruitment if interest outpaces slots and hold if needed</p> <p>Early Jan: Notify everyone they are selected (new nominees and holdovers from prior year). Include gross details including:</p> <ul style="list-style-type: none"> - Dates and times; no need to register; travel and hotel reimbursement (if applicable); CME/MOC; expectations; prework coming - Be sure to cc all those that need the information in the organization. - Ask everyone to confirm attendance for final numbers. - Develop cohort mailing list once confirmed; update that year tracking sheet. <p>Mid-Jan: Invite former Champions to participate in training as applicable/desired (training agenda must be complete first to determine timing).</p>	<p>Ongoing virtual training</p> <p>Finalize training agenda; secure speakers, etc. Should be done by end of the month.</p>	

<p>Month 7</p>	<p>Update environmental survey</p> <p>Update/prep mini z (or another measure)</p> <p>Update/prep goals sheet</p> <p>Update post evaluation</p>	<p>Ongoing virtual training</p> <p>Determine prework needed; provide links to staff</p>	
<p>Month 8</p>	<p>Early-mid March (about 4 weeks before the session): Send detailed communication to nominees and all those that need to be informed in the organization:</p> <ul style="list-style-type: none"> -Training details times/days -room locations -all prework and surveys -reminder regarding reimbursement (if any) -training agenda -special needs and requests <p>Send reminder for prework.</p> <p>Late March/early April: Analyze environmental survey and mini Z and provide results to faculty at least 10 days before training.</p>	<p>Ongoing virtual training</p> <p>Make sure any faculty requests for hard copies are received in time for printing and shipping to location.</p> <p>Obtain/review slide decks from instructors in time to make any final changes.</p>	
<p>Month 9</p>	<p>Send final reminder 10 days before training</p> <p>Finalize post evaluation/ send</p> <ul style="list-style-type: none"> Include hotel, reimbursement form Include CME/MOC reminder <p>Log attendance and return of evaluation on master tracking sheet.</p> <p>Prepare and send out certificates</p>	<p>April 1: Get all final slide presentations from instructors and load on laptop and on memory stick.</p> <p>Bring laptop/memory stick to training location.</p>	



	Process hotel reimbursements		
Month 10	Analyze post evaluation results Analyze goals	Ongoing virtual training	
Months 11-12		Ongoing virtual training Debrief call with faculty, etc. to discuss training and evaluation comments. Apply learnings.	
Start process again!	Keep in mind Well-being Champion term end dates	Ongoing virtual training Ongoing coaching and nurturing well-Well-being Champion and Chapters cross-collaboration opportunities	