OREGON’S TRANSFORMATIVE SOCIAL AND EMOTIONAL LEARNING

**Facilitator Follow-up Email**

The facilitator follow-up typically involves a set of actions to maintain engagement, reinforce learning and support further development after a completed session.

Within 48 hours, the facilitator should send a follow-up email that shares the resources from the workshop as well as important reminders. The template below can be sent to participants.

## Follow-up Email

BCC: All participants

Subject: Follow-up: Transformative SEL Professional Learning Workshop

Dear Transformative SEL professional learning attendees,

Thank you for attending the **Transformative SEL Professional Learning Workshop hosted by [insert host organization]**. Your presence and contributions enhanced the learning experience and elevated our collective work. As a follow-up to our session, I want to share a few resources and reminders to support your Transformative SEL work.

**Presentation slides**: [Insert hyperlink]

**Digital resources**: [Insert hyperlink]

**Binder reminder**: Please don’t forget to use the binder you received during the session. It contains valuable materials to support you as you implement the strategies and insights we discussed.

**Next steps**:  
[Insert any next steps detail, if any]

**Facilitator contact information**: If you have questions, please contact me at [Insert your email address] or [Insert your phone number]. I am here to assist in any way I can.

Lastly, I am sharing the **link to the postsurvey [insert survey link]** for those who could not complete it at the end of the professional learning session. I wish you the best as you implement Transformative SEL into your work and with your students.

Thank you,

[Insert your name]

[Insert your position]

[Insert your contact information]