From: WorkplaceCharging
To: WorkplaceCharging
Subject: Recording & Templates: Employer Workshop Best Practices Webinar
Date: Thursday, October 15, 2015 3:51:09 PM

Workplace Charging Challenge Colleagues:

Thank you for joining DOE's Employer Workshop Best Practices Webinar. The webinar recording is now available. As referenced during the webinar, new additions to the Workplace Charging Toolkit are included below:

- **Plug-in Electric Vehicle Handbook for Workplace Charging Hosts** – Use this handbook as a guide from workplace charging assessment and installation to charging includes other information to consider when educating employers about workplace charging.
- **Workshop Agenda Template** – Develop a streamlined workshop with this half-day agenda focused on introductory-level PEV education and firsthand employer workplace charging experience.
- **Workshop Host Outreach Letter Template** – Approach employers in your community that already have workplace charging to serve as a workshop host.
- **Workshop Speaker Outreach Letter Template** – Invite employers in your community that already have charging to speak on an employer experience panel.
- **Workshop Speaker Instruction Letter Template** – Inform speakers participating in the employer experience panel about their role in the event.
- **Workshop Invitation Template** – Engage possible workplace charging event attendees with this template invitation.

We encourage you to share this information with your colleagues who were unable to attend or use it to help you execute a workplace charging workshop for employers in your community. Please visit the Workplace Charging Challenge for additional information. If you have any questions or comments regarding the information presented in this webinar or if you have suggestions for future webinar topics, we'd love to hear from you.

Best,
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Workplace Charging Challenge