

## **Top 10 Things to Do As a New WorkLife Programs Ambassador**

1. Create a folder to store all WorkLife Programs information/documents/emails for easy reference.
2. If there is more than one ambassador for your area, meet with him/her and develop a game plan.
3. Obtain the email distribution list for the area you represent. Start with your supervisor and work up the chain of command until you obtain it. WorkLife Programs will also start you off with a listing gathered from the past ambassador.
4. Determine the method and frequency of contact. WorkLife Programs traditionally funnels appropriate information for you to share. Emails more than monthly will probably be considered intrusive. Utilize WorkLife Programs to “proof” any messages you plan to send out to your constituents outside of WorkLife Programs messages.
5. Contact the dean/department head in your area of representation. Make him/her aware of your new role and ask that they publicly announce your position and ability to assist fellow constituents.
6. Consult fellow/past ambassadors to share ideas for disseminating information.
7. Become familiar with the WorkLife Programs website and all their offerings.
8. Respond promptly to inquiries from your constituents regarding WorkLife Programs offerings. Make sure to maintain confidentiality.
9. Volunteer to assist at WorkLife Programs events.
10. Lead by example! Stay positive!