Briefing your respondents – sample briefings for the Linking Leader Profile (LLP|360)

This template can be used as an initial correspondence with your respondent and their raters before they receive an invitation to activate their TMS Global account and complete the questionnaire.

* **Please customise the template to fit your own needs**, noting that where brackets [ ] appear, information specific to you is required.

**Template 1: Email to Self-rater**

Dear **[Self-rater]**,

Thank you for participating in the **[your** **programme title]**, which includes the completion of a [**Linking Leader Profile (LLP|360)**](https://www.tmsoz.com/profiles/linking-leader-profile-llp360/). The LLP|360is a world-class 360 degree feedback profile that identifies performance around 13 key work competencies related to People Linking, Task Linking and Leadership Linking Skills. The LLP|360 Questionnaire identifies the extent to which you should, and do demonstrate these skills, and your LLP|360 profile report will be based on feedback from your raters’ responses.

To get the most out of this programme, we recommend communicating the process with your raters. Select your raters based on who will provide you with honest and constructive feedback. Give them context by speaking to them about the LLP|360, and send them an email (template below) asking them to support you on this journey by completing a questionnaire.

After all questionnaires have been completed, the responses will be aggregated to generate your personalised LLP|360 profile report which we will discuss at our upcoming debrief session on **[insert date and time and location**].

**Next Steps – action required by you**

Please complete the following steps:

1. **Identify your raters and communicate the process**
	* Discuss the programme purpose and LLP|360 process. Let them know the importance of their feedback to help you improve your people, task and leadership skills at work.
2. **Email your raters**
	* The template below explains the purpose of the LLP|360 and provides instructions to complete the questionnaire on TMS Global.
3. **Complete the Rater Table**
	* Complete the Rater Table below and email it to me. I will then forward your completed Rater Table to TMS Development International Ltd, who will set up the questionnaires on TMS Global.
	* For reporting purposes there are different types of raters: you are the self-rater; your manager is the supervisor; group A are your direct reports; group B are your peers; and group C are independent raters.

**Rater Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Email**  | **First Name** | **Last Name** | **Rater Types:**Self-raterSupervisorGroup A – Direct ReportGroup B - Peer Group C - Independent Rater |
|  |  |  | Self-rater |
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1. **Complete your own LLP|360 Questionnaire**

The final step is to complete your own questionnaire. It is important to be honest with your responses. Remember, there are no right or wrong answers. The LLP|360 measures your perceptions, highlighting areas of high satisfaction and opportunities for your development. It also identifies your top priorities as a leader.

* + **Activate your TMS Global account –** If you don’t already have a TMS Global account,you will receive an email from noreply@tms.global (check your junk/spam folder) inviting you to create one. Follow the prompts to activate.
	+ **Complete your questionnaire –** A **TASK** to complete your LLP|360 Questionnaire will be available on the Dashboard of your TMS Global account – you will receive an email alert once this task has been added to your TMS Global account.

I look forward to working with you.

[Name]

**TMP Accredited Practitioner**

**Template 2: Self-rater email to raters**

Dear **[Rater]**,

I am about to commence a **[insert programme title]** working with TMS Accredited Practitioner **[insert TMS Accredited Practitioner name here]**.

This program includes a [Linking Leader Profile (LLP|360)](https://www.tmsoz.com/profiles/linking-leader-profile-llp360/) by Team Management Systems (TMS). The LLP|360 is a world-class 360 degree feedback profile that aggregates responses from multiple people. I will be using this feedback as a starting point for discussing key leadership skills with **[insert TMS Accredited Practitioner name here]**.

Thank you for agreeing to participate and complete an LLP|360 Questionnaire about me. I have provided **[insert TMS Accredited Practitioner name here]** with your name and email address so they can arrange for the questionnaire to be set-up on the TMS Global platform.

Important points when completing the questionnaire:

* Please watch this [short video](https://vimeo.com/849642536?share=copy) before you begin
* Allow 15-20 minutes to complete the questionnaire
* Be honest and remember, there are no right or wrong answers. The questionnaire measures perceptions, areas of satisfaction and opportunities for development to help me identify my top priorities as a leader
* Your ratings will be reported as aggregated data
* At the end of the questionnaire you will have the option to provide general comments about me. These will be presented anonymously as part of the profile report

Please complete the LLP|360 Questionnaire by **[insert date]**:

* 1. **Activate your TMS Global account –** If you don’t already have a TMS Global account,you will receive an email from noreply@tms.global (check your junk/spam folder) inviting you to create one. Follow the prompts to activate.
	2. **Complete your questionnaire –** A **Task** to complete your LLP|360 Questionnaire will be available on the Dashboard of your TMS Global account - – you will receive an email alert once this task has been added to your TMS Global account.

**What happens next?**

When all questionnaires are complete, I will have a professional debrief with **[insert TMS Accredited Practitioner name here]** to review the feedback and clarify what I need to do to develop my leadership and teamwork skills.

Thank you in advance for your honest feedback.