Briefing your respondents: sample briefing for the
Opportunities-Obstacles Quotient (QO2)

**Purpose**

The following provides a step-by-step process for your respondents to activate their TMS Global account, complete their questionnaire, and access resources they may need prepare for their individual or team debrief.

**How to use this information**

This template can be used as an initial correspondence with your respondent before they receive an invitation to activate their TMS Global account and complete their questionnaire. **Please customise the template to fit your own needs**, noting that where brackets [ ] appear, information specific to you is required. **We generally recommend delaying the release of the QO2 Profile report to the respondent, so it can be first be introduced during the debrief session.**

* **Please pay special attention to the highlighted points and section 3**, to ensure that the activities match what you would like your respondents to complete – noting that if respondents receive their profile report on TMS Global, they will automatically have access to the Diagnostics that accompany the QO2on TMS Global.

**Email Template**

Subject: YourOpportunities-Obstacles Quotient (QO2) Profile debrief – [date]

Dear [Respondent’s name]

My name is [Your name] and I will be your facilitator for the upcoming session on [Date]. In the session we will be delving into understanding your orientation towards opportunities and obstacles. To prepare for the session, please complete the QO2 Questionnaire. The QO2 Profile helps individuals navigate change, risk, and innovation in the workplace and will give insights as to how you handle change and can build resilience.

Include if delaying release: To ensure you gain the most value from the QO2 Profile, you will be introduced to your profile report during the debrief session. This approach helps ensure that you fully understand the concepts of the QO2 and can apply the insights from your profile.

To ensure you get the most out of the upcoming session, please allocate preparation time beforehand. Here is a checklist of things to do before the session:

1. **Activate your TMS Global account**

You will soon receive an email from noreply@tms.global inviting you to create a TMS Global account.
Click on the link and follow the steps to activate your account.

*Please check your spam/junk folder if you don’t see this email.*

**\***if you already have an active TMS Global account please log in at: <https://tms.global/Respondent/Login>

1. **Complete the Opportunities-Obstacles** **Quotient (QO2)** **Profile Questionnaire by [date]**

In TMS Global, select the orange task on your account Dashboard and complete the questionnaire (15 mins)
*If you are using a smartphone or device, you will need to use the TMS Global app (App Store or Google Play) to complete the questionnaire.*

1. **Preparation for your Debrief**

From your QO2 Profile page on TMS Global:

Delete as applicable:

If delaying release of the profile report then include only:

* In the Learning Resources section of your account, you will see an option to download the workbook. Please bring this along to the session.

If not delaying release of the profile report then:

* Download and read your QO2 Profile report (30 mins)
* In the Learning Resources section of your account, you will see an option to download the workbook. Please bring this along to the session along with your profile download.

If you have any questions, please contact me on [contact name/phone/email] - I look forward to exploring your profile with you soon!

[Name]

**QO2 Accredited Practitioner**