Briefing your respondents sample briefing for the
Window on Work Values (WoWV) Profile:

**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 to 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.

* **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 WoWVon TMS Global.

**Email Template**

Subject: Your Window on Work Values (WoWV) Profile – [event title] – [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 working with the Window on Work Values Profile. The profile provides a measure that helps individuals understand their values and how they influence behaviour at work, providing insights into how they approach work and what drives decision making. Please be prepared to share your profile at the [individual debrief/team debrief] to facilitate your learning process.

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 Window on Work Values 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 Window on Work Values page on TMS Global:

1. Download and read your Window on Work Values Profile report. (30 mins)
2. In the Learning Resources section of your account, you will see an option to download the Personal Discovery Workbook (WoWV), please download this, read pages 1 to 6 and complete pages 7-8. (20 mins)

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

[Name]

**WoWV Accredited Practitioner**