INTRODUCTION EMAIL – TEMPLATE

This email can be sent out either by Licensee or Organization Sponsor.

**Highlighted in yellow – fill in according to each project**

Hi xxx team,

As part of **(Organization name)** ongoing commitment to creating a psychologically safe and inclusive workplace, you are invited to participate in the following **confidential** survey: *Psychological Safety & Inclusivity Indicator (PSI) Program* ***launching Date of launch***

*Psychological Safety is the number 1 factor that when present, creates an environment where all team members feel valued, supported, and encouraged to fully participate within their team and beyond. Not only does it provide the foundation for great performance, but most also importantly it promotes health and wellbeing amongst team members.*

The purpose of this project is to measure how safe and included people feel within their team as well as with other teams they encounter at work. Run by third-party provider [DataDrivesInsight.com,](https://datadrivesinsight.com/) you will be able to complete the PSI survey using the *DataDrivesInsight.com (DDI) mobile app/ via email.*

Please be aware that this is a confidential survey, your individual responses will be kept anonymous, the data will be collected and presented in an aggregate format to ensure anonymity.

Thank you for your participation and commitment to improving psychological safety at **(Organization name).**

Kind regards

**Accredited Practitioner Name and Organization**

COMMUNICATIONS WHEN PARTICIPANTS RESPOND TO SURVEY VIA MOBILE APP

From [Accredited Practitioner]

SUBJECT: It is time to complete the PSI!

As part of organisation ongoing commitment to creating a psychologically safe and inclusive workplace, you are invited to participate in PSI.

Your feedback will be collated with other members of your team and will be useful to identify strengths and areas for improvement. Your team can then use the feedback to create an environment where all team members feel valued, supported and encouraged to fully participate within their team and beyond.

We value your honest feedback as it is intended to be of great benefit to all members of the team. The survey only takes 5 minutes to complete.

The below details the next steps of the program:

1. **Set up your DDI Mobile App on your phone and access your account before launch date (How to guide attached for reference)**
2. **PSI Survey will launch on XXXX. It will be required to be completed by xxxx.**

Attach to email: [How to download the DDI APP.pdf](https://datadrivesinsight.sharepoint.com/%3Ab%3A/s/AccreditedPractitioners/Eas0JOhuBH5JvinhRQ3hmcIBv8ikd7bbHlNQvz3xxUgQ1A?e=sMtZnw)

Note: Authenticator Application needs to be set up. This is a Microsoft environment Requirement.

Thank you for your participation in the PSI Survey.

Regards,

**Accredited Practitioner Name and Organization**

SURVEY VIA EMAIL – EMAIL TEMPLATE

(Email template sent to ech participant per team)

From [carla@datadrivesinsight.com]

SUBJECT: It is time to complete the PSI!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of your organisations ongoing commitment to creating a psychologically safe and inclusive workplace, you are invited to participate in the following confidential pulse survey.

Your feedback will be collated with other members of your team and will be useful to identify strengths and areas for improvement. Your team can then use the feedback to create an environment where all team members feel valued, supported and encouraged to fully participate within their team and beyond.

We value your honest feedback as it is intended to be of great benefit to all members of the team. The survey only takes 5 minutes to complete.

Please provide feedback by **[insert deadline]**

If you have any questions or concerns, please do not hesitate to contact our team on carla@datadrivesinsight.com or 1300 121 030.

Click the button below to start the survey. Thank you for your participation!

**Sample of email sent:**

