**Email to all participants of the XX Program 20XX**

**To be sent prior to survey launch in the week of the XX - attached slide deck**

Hello,

As part of the XX Program 20XXwe include the opportunity to participate in HILCA360.

**About HILCA360**

The Health Industry Leadership Capability Assessment (HILCA) is a 360-leadership assessment tool correlated to Health Leads Australia Framework and will enable you to gain insights into your strengths and opportunities for growth and improvement.

To complete this work, we have partnered with:

* Datadrivesinsight.com is providing the 360 leadership assessments for the organisation’s program. You can find out more about them here: https://www.datadrivesinsight.com/
* Licensee, who will manage the survey process and conduct the debriefs. You can find out more about them here: <https://www.veraison.com.au/>

**How does it work?**

The survey will go live on day/month and be open for 2 weeks until the day/month.

You will receive two emails from and each will contain a link to;

* 1. **Complete your self-assessment,** this will ask you to provide your own HILCA feedback (this will take you about 10 mins)
* 2. **Nominate your feedback providers**, this will ask you to identify thepeople who will provide you with feedback (this will take you only 5 mins)

***When selecting your feedback providers***:

* Identify a minimum of 11 people to provide feedback for you.
* One of the feedback providers must be your Line Manager, and their feedback will be identifiable.
* Other feedback providers will have their feedback grouped together in categories (please choose a minimum of 5 Peers, and 5 Direct Reports) and these responses are anonymous.
* We recommend you choose people who you work with closely or on a regular basis and who know you well enough to provide honest, quality feedback.
* It’s good for them to give your feedback providers a heads up that they will need to complete the survey for them, so they know what the email is all about when they get it.

You will receive your feedback in a confidential debrief session before the start of the Leadership Program.

Attached is a slide pack with more information. If you have any questions at all you can contact name at client org or name at licensee org.

Thank you in advance for your participation.