**Customizing GTA Email Invitations**

Please see the standard invitation text below. Text bracketed with asterisks (e.g. \*Team Member Name\*) are variables and will be replaced automatically with the names/values indicated. **Please do not edit text between asterisks**. You may edit the body of the email as you wish. You must have 3 or more team members complete the GTA survey before results will be reported - to ensure confidentiality.

***\*Team Member Name\*****:*

As part of our ongoing efforts to work effectively as a team, we are going to make use of an online team assessment tool known as the GlobeSmart Teaming Assessment.

Please go to the GTA and complete a survey about your perception of the functioning of our team. The survey will take approximately 15-20 minutes of your time, and your responses will remain anonymous.

This is a good opportunity for us to improve the way we work as a team, and I would appreciate it if you would fill out the survey candidly and complete it no later than **\*Survey End Date\***.

I will convene a meeting to review the results with all team members as soon as possible after the survey has been completed.

To access the survey:

**REGISTRATION DETAILS WILL GO HERE BY APERIAN GLOBAL**

If you have any questions, please contact me at **\*Team Leader Email address\***. If you have any trouble accessing the survey, you can contact tech support at [webtools@aperianglobal.com](https://www.aperianglobal.com/apps/index.php/adminteamsurvey/mailto%3A)

Thank you for your participation.

**\*Team Leader Name\***

**Customizing External Reviewers Email Invitations (if applicable)**

Please see the standard invitation text below. Text bracketed with asterisks (e.g. \*External Reviewer Name\*) are variables and will be replaced automatically with the names/values indicated. **Please do not edit text between asterisks**. You may edit the body of the email as you wish. You must have 3 or more reviewers complete the GTA survey before results will be reported - to ensure confidentiality.

**\*External Reviewer Name\*:**

On behalf of the team **\*Team Name\***, I am requesting your assistance in helping us assess our strengths and weaknesses. Below, you will find instructions on how to access an online assessment tool called the GlobeSmart Teaming Assessment.

It would be a great help to us if you would go to the website and complete a survey about your perception of the functioning of our team. The survey will take approximately 15-20 minutes of your time, and your responses will remain anonymous.

This is a good opportunity for us to improve the way we work as a team, and I would appreciate it if you would fill out the survey candidly, and complete it no later than \***Survey End Date**\*.

To access the survey:

**REGISTRATION DETAILS WILL GO HERE BY APERIAN GLOBAL**

If you have any questions, please contact me at \***Team Leader Email address**\*.

Thank you for your cooperation.

**\*Team Leader Name\***