



Dear (Contact Person),

Thank you for signing up your organization or group to take the OLA. This e-mail provides you everything you will need to complete and monitor the OLA assessment process.

## Your "Take the OLA" Message

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[Please customize the message below then forward it to the people you would like to take the OLA. It explains how to take the assessment. For anonymity reasons, your co-workers will use the same username and password to take the OLA. But the username and password only works \_\_\_\_\_ times, because that is the amount of OLAs you purchased.]

Dear Co-Workers,

We desire to know what you think about our organization and leadership. To get your honest and candid feedback, we need you to complete the Organizational Leadership Assessment (OLA) on-line. It will **only take 15 minutes of your time** but will provide us all with valuable insights that will help us to improve how we work together. Please know that the answers you provide are **completely confidential and anonymous**. We will only be receiving back the averaged responses of the total group taking the assessment. Thank you for completing this as quickly and thoroughly as possible.

## TO TAKE THE ASSESSMENT

1. Go to: <http://www.olagroup.com> and click "Take the OLA" on the upper right of the screen.
2. Type in **1323** as the organizational code
3. Type in **C7E9** as the pin
4. Choose the version of the OLA that pertains to our organization
5. Choose the language option you are most comfortable with
6. Click "Start"
7. Read the brief Introduction
8. Select your Present Role/Position in the organization
9. Click "Take the OLA"

Thank you again for taking time out of your busy work day to respond. I believe that the feedback from this assessment will help our organization improve for the benefit of us all.

## Your "Track the OLA Process" Information

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[This information is for you as the organizational contact person and allows you to monitor the OLA assessment process]

As the organization contact person, you can now track your assessments on the OLAGroup.com website by going to: <http://www.olagroup.com> and clicking the "My Account" button at the top right of the page. Use the following username and password to track information on your account:

Username: **Contact Person**

Password: **Research**

You can track the assessments, view a breakdown of the assessments completed to date and also purchase more assessments - all from one page! Once all of the OLAs have been completed by your group and you are ready to have the report run contact the OLAgroup to let them know.

Everyone at the OLAgroup would like to thank you for inviting us to help your organization reach its potential. If you have any questions about the assessment, taking the assessment or the OLAgroup, please do not hesitate to let us know.