**NOTES ON CUSTOMISING THE GLWS INVITE:**

* **Customisation is only available for wording that is highlighted in green.**
* **All other sections will remain fixed within the invitation wording.**
* **Save all changes and then upload to the ordering form before submitting.**

From Address: admin=glwswellbeing.com@formationsystems.com.au; on behalf of <own name> <admin@glwswellbeing.com> (FIXED)

From Name: <own name>

Reply to email: admin@glwswellbeing.com (FIXED)

Subject: Invitation from <own name> to complete the Global Leadership Wellbeing Survey (GLWS)

Dear ${m://FirstName},

You are invited to complete the Global Leadership Wellbeing Survey (GLWS).

The GLWS has been recommended to put your wellbeing front and centre of your role as a leader. Whilst some aspects of your wellbeing are outside of your control, most are areas where you can exercise choice and take personal responsibility for improving your wellbeing.

Completing the GLWS is a first step towards exploring and enhancing your wellbeing at work and at home. By engaging in this process we seek to support you in achieving optimal wellbeing for yourself and to drive your sustained performance in your role.

The survey is accessible by clicking the link below or by pasting this into your browser:

**${l://SurveyLink}**

Full instructions on the GLWS are given before you commence the survey questions, however, here are a few summary points to take account of:

* The GLWS asks about your experiences at work and outside of work. Of course, there are no right or wrong answers to these questions, just your own observations on how life is for you at the moment
* Respond based on how you have been feeling lately, i.e. in the past few weeks and at this stage in your life. The GLWS will be of most use to you if it reflects your wellbeing now, rather than how you have been in the past, or how you might like your wellbeing to be in the future
* The GLWS will take approximately 15-20 minutes to complete. It is recommended that you allow enough time to complete the survey in one go, however, if you do need to stop part way through, you can return to the same place in the survey by clicking the link again. However please access and complete the GLWS on one device.
* Complete the GLWS when you have peace and quiet, and are not feeling pressured by time or other distractions
* Be assured, your responses to the questions will only be seen by you and I / your accredited GLWS coach <amend as appropriate> unless you choose to share your report with anyone else. You will receive a Personal GLWS Report and a full, confidential 1-to-1 debrief <add any other relevant information about the debrief>
* Please complete the GLWS no later than **<date>**

Thank you for participating in the GLWS. Please feel free to contact me should you have any further questions and if you experience any technical difficulties in completing the survey please let me know as soon as possible.

Kind regards,

Own Name

Own Phone Number

www.glwswellbeing.com