**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 %FIRST\_NAME%,

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

Wellbeing is fundamental for your health, happiness, and performance. By completing the GLWS you’re taking a step towards exploring and enhancing your wellbeing.

While some aspects of your wellbeing are outside of your control, there are many areas where you can exercise choice and take personal responsibility for improving your wellbeing.

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:

%LINK%

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

- There are no right or wrong answers to these questions.

- Allow approximately 15 minutes to complete.

- Complete when you have peace and quiet, and are not feeling unusually pressured by time or other distractions.

- You will receive a Personal GLWS Report and support from an accredited GLWS wellbeing coach to help you interpret it.

- Your personal responses to the questions will only be seen by you and your accredited GLWS coach unless you choose to share your report with anyone else.

- Your organisation will NOT be provided with your personal results. If you are participating in the GLWS as part of a larger group or program any GLWS data provided to your organisation will be anonymously aggregated with other participants’ data.

- Please complete the GLWS no later than %DUE\_DATE%

Thank you for participating in the GLWS. Please feel free to contact me should you have any questions, or if you experience any technical issues when completing the survey.

Kind regards,

Consultant Name (then tap space bar a few times)

Consultant phone number (then tap space bar a few times)

[www.glwswellbeing.com](http://www.glwswellbeing.com)