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**PIXEL PERSPECTIVES+ 360 INSTRUCTIONS**

This email template is designed to provide your client with instructions to register and initiate their Pixel Perspectives+ 360 Assessment. Participants should complete their registration by 11:59pm on EST on the Tuesday prior to the Wednesday the tool will launch. Please edit the message below to meet your needs.

# **Message to Coaching Client**

**SUBJECT:** ACTION REQUIRED: Instructions to Initiate Your Feedback Assessment

**EMAIL BODY:**

Dear \_\_\_\_\_,

As a part of your coaching program, I would like you to participate in a multi-rater feedback assessment. This process will provide you valuable insights into your strengths and opportunities to improve as a leader. Your assessment will launch on **DATE** and close on **DATE**. You must **complete the** [**online registration form**](https://www.research.net/r/Pixel-PerspectivesRegistration) **by 11:59 PM EST on DATE** in order to launch your assessment on time.

We will be using is the ***Pixel Perspectives+ 360 Insights Tool*** to collect input from your colleagues. The ***Pixel Perspectives+ 360 Insights Tool*** is an online feedback collection instrument that allows you to receive feedback from colleagues about your current leadership practices. [You can learn more about the tool and access supplementary resources here](https://www.pixel-perspectives.com/). Below I provide an overview of the process and your next steps.

**ACTIONS:**

* Identify your raters (use this [Guide to Selecting Your Raters](https://www.pixel-perspectives.com/guide-for-selecting-your-raters.html) to help you)
* Send an email to all your raters to inform them about the process. [Here is an email template you can use.](https://www.pixel-perspectives.com/email-templates.html)
* Follow this link to complete the online [*Pixel Perspectives+ Registration Portal*](https://www.research.net/r/Pixel-PerspectivesRegistration) by DATE at 11:59 PM EST

**WHAT TO EXPECT:**

You and your raters will receive email invitations with a link to the online assessment from Pixel Assessments ([assessments@pixelleadershipgroup.com](mailto:assessments@pixelleadershipgroup.com)). Your assessment will remain active for 2 weeks. During that time, reminders will be sent by Pixel Assessments, but we also encourage you to send one message to all your raters around the mid-point to remind them, as well. [You can use the reminder email template found here for that message.](https://www.pixel-perspectives.com/email-templates.html)

Your feedback report will be ***confidential***; only you and I will receive a copy of the report. You and I will meet soon after to discuss your results and to create a development plan.

Please let me know if you have any questions.

Warm regards,

##### **Web links used in this email:**

**Pixel Perspectives+ Registration Portal:** <https://www.research.net/r/Pixel-PerspectivesRegistration>

**Pixel Perspectives+ FAQs Website:** <https://www.pixel-perspectives.com/>

**Rater Selection Guide:** <https://www.pixel-perspectives.com/guide-for-selecting-your-raters.html>

**Email Template for Participant to Inform Raters:** <https://www.pixel-perspectives.com/email-templates.html>