Briefing your respondents: Sample briefing for the Team Management Profile

**Purpose**

The following provides a step-by-step process for your respondents to activate their TMS Global account, complete their questionnaire, and access resources they may need to prepare for their individual or team debrief.

This template can be used as an initial correspondence with your respondent before they receive an invitation to activate their TMS Global account and complete their questionnaire. **Please customise the template to fit your own needs**, noting that where brackets [ ] appear, information specific to you is required.

* **Please pay special attention to section 3**, to ensure that the activities match what you would like your respondents to complete – noting that if respondents receive their profile report on TMS Global, they will automatically have access to the Diagnostics that accompany the TMP on TMS Global.

Note – If you need copies of the briefing templates for the Window on Work Values Profile or the Opportunities-Obstacles Quotient (QO2) Profile please let us know.

**Email Template**

Subject: Your Team Management Profile – [event title] – [date]

Dear [Respondent’s name]  

For the upcoming session please complete the Team Management Profile Questionnaire. The TMP provides insights into work preferences, serving as a tool to enhance communication and drive high performance. As part of the learning process, please be prepared to share your profile at the session.

After completing the questionnaire, you will be able to access your personalised report, delving into how you prefer to work, where you are likely to focus your energy and potential development areas. You may like to watch this [short video](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvimeo.com%2F849640781%3Fshare%3Dcopy&data=05%7C02%7Ctoby%40tmsoz.com%7C9e5eddd8a554448eefd208dc155879e2%7C32aeac90f1e24fe8bc17151ee113b880%7C0%7C0%7C638408716948296734%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VWZoN5VxPqUIUaFJYuQZ4bDFHW4h3wuL40%2Fzuej8ySA%3D&reserved=0) to learn more about the TMP.

To ensure you get the most out of the upcoming session, please allocate preparation time beforehand. Here is a checklist of things to do before the session:

1. **Activate your TMS Global account**

You will soon receive an email from [noreply@tms.global](mailto:noreply@tms.global) inviting you to create a TMS Global account.   
Click on the link and follow the steps to activate your account.

*Please check your spam/junk folder if you don’t see this email.*

1. **Complete the TMP Questionnaire by [date]**

In TMS Global, select the orange task on your account Dashboard and complete the questionnaire (15 mins).  
*If you are using a smartphone or device, you will need to use the TMS Global app (App Store or Google Play) to complete the questionnaire.*

1. **Preparation for your Debrief on [date]**

From your Team Management Profile page on TMS Global:

1. Download and read your Team Management Profile report. (30 mins)
2. Download the Personal Discovery Workbook (TMP) and complete pages 4 and 15 (15 mins)
3. Download and complete the My TMP in 3-2-1 worksheet. (15 mins)

If you have any questions, please contact me on [contact name/phone/email] - I look forward to exploring your profile with you soon!

[Name]

**TMP Accredited Practitioner**