**Key Stakeholder Group Member Invitation Email Template**

**SUBJECT:**

YOUR PARTICIPATION REQUESTED: Children’s Mercy Custom 360-Degree Assessment

**BODY:**

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**CHOOSE ONE OF THE SENTENCES BELOW BASED ON YOUR PREFERRED APPROACH:**

**SENTENCE 1A:** You have been selected to be part of a **Key Stakeholder Group**, which will guide and influence the development of the *Children’s Mercy Core 4 Leadership Excellence 360-Degree Assessment* instrument.

**SENTENCE 1B:** This is an invitation for you to be a part of a **Key Stakeholder Group**, which will guide and influence the development of the *Children’s Mercy Core 4 Leadership Excellence 360-Degree Assessment* instrument.

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Good Morning,

**[SENTENCE 1 GOES HERE.]** Your voice is needed to ensure the tool reflects Children’s Mercy’s culture and values, and to facilitate the successful adoption of the assessment by the organization. Below I provide the context for this initiative.

We know that **strong, effective leadership** throughout our organization will be essential to achieving our 2022 Vision of being *a national and international leader recognized for advancing pediatric health and delivering optimal health outcomes* through innovation and a high-value, integrated system of care.

In order to realize our vision, Children’s Mercy Leadership Development has outlined a comprehensive roadmap to accelerate the growth and maximize the potential of all CM leaders through informal, formal, and on-the-job learning experiences. The *Children’s Mercy Core 4 Leadership Excellence Model*, which is based on a philosophy of servant-leadership, provides a common framework for these developmental experiences, and infuses a shared understanding, language, and standard of behavior into the fabric of our organization.

In order to provide our leaders the support and guidance they need to become exemplars of the *Core 4 Leadership Excellence Model*, Children’s Mercy is partnering with [Pixel Leadership Group](http://www.pixelleadershipgroup.com/) to create an empirically-derived, custom-designed 360-degree assessment instrument. This tool will provide our organization’s leaders rich and meaningful feedback, which will allow them to reflect on their leadership performance, gain insights into their strengths and opportunities for improvement, and will support the design of a personalized development plan to enhance their effectiveness here at Children’s Mercy.

The 360-degree assessment will be a tool created *by* Children’s Mercy *for* Children’s Mercy, and will uniquely reflect our voice, our culture, and our aspirations. The advantage of utilizing a customized tool is that it will provide targeted feedback through the lens of our own leadership model, which will reinforce the use of model and language within the organization, and will provide Children’s Mercy a competitive advantage, fostering organizational advancement.

Your commitment to this initiative is critical to its success. As a member of the Key Stakeholder Group, you will provide your input on the assessment items, the report design, and the administration process throughout the development phase to ensure alignment with Children’s Mercy’s needs. Your feedback will influence the direction and decisions made by the Core Project Team, which will be working side-by-side with Pixel Leadership Group to create the instrument.

**The two main commitments of the Key Stakeholder Group will be:**

1. **Attending monthly virtual meetings** (60 minutes each) - During these meetings, you will receive briefings on project updates and provide guidance on the process.
2. **Participation in the item vetting process** – This process will require you to complete an online survey (it will take approximately 30 – 45 minutes), which will be described in-depth during the group’s first meeting.

Thank you for your willingness to support this important endeavor for CM Leadership Excellence.  Your participation will have a significant and lasting impact on our collective leadership mindset and culture, and in turn, our organizational health and vitality.

Thank you,