Information needed to set up the OLA for your Organization

*Please provide the following information for the organization. If any item is unclear please contact the OLAgroup to discuss. It is critical that these questions be answered accurately before the OLA is set up for your organization to help insure that the OLA report is accurate.*

1. Name of the Organization
2. Size of the Organization (approximate # of employees)
3. Type of Organization (Business, non-profit, healthcare, religious, education, government)
4. Name of the Contact Person - this is probably you (the researcher) but could be someone that you designate to receive the OLA Instructional Email
5. Contact Person's (1) mailing address (2) phone numbers (work, fax, cell)
6. Contact Person's Email Address - The OLA Instructional Email will be sent to this address - please double check it for accuracy
7. Contact Person Username - this can be your regular name  or anything you choose
8. Contact Person Password - anything you choose
9. What is the Focus of the assessment?  The "Total Organization" or a select Organizational Unit within the organization?  If it is an Organizational Unit, what is the name of that Unit?
10. Do you desire to sub-divide the larger Total Organization or Organizational Unit into Sub-groups?  If so, what are the names of the Sub-groups?  (note: selecting sub-groups will provide you with an additional OLA report per Sub-group in addition to the Total Organization OLA report - be sure that the Sub-groups are set up so that everyone who will be taking the OLA will have one Sub-group to select)
11. Acknowledgement that all three Positional Roles will be represented (Top Leadership, Managers/Supervisors & Workforce) ... or which will be missing
12. Acknowledgement that the Total Organization (all members) will be asked to participate in the assessment .... Or, if you will be seeking a Random Sample
13. The Number of OLA instruments needed for this organization
14. Any Custom Questions needed? If so, please list the question and the responses as you need to see them listed on the OLA. (if an instrument other than English is to be used, please provide both the question and the responses in the appropriate language.

Once the OLA has been set up for your organization you will receive the OLA Instructional Email that will provide you with …

1. Instructions for taking the OLA instrument – you can customize the introduction and directions as needed for your organization. This section of the email is what you will send out to everyone who will be taking the OLA.
2. Instructions for you to access the OLA site – to monitor the completion of the OLA. You will be able to see how many OLAs have been completed (Total, by Role/position and by Sub-group).

Once a sufficient number have completed the OLA and you are ready for your report to be produced contact the OLAgroup to ask for your report. Be sure to provide the name of the organization.

Here is a copy of the OLA Instructional Email:

OLAGroup Letterhead

Dear Contact Person Name of Organization Name,

Thank you for signing up your organization or group to take the OLA. This e-mail provides you everything you will need to complete and monitor the OLA assessment process.

# Your "Take the OLA" Message

------------------------------------------------------------------------------------  
[Please customize the message below then forward it to the people you would like to take the OLA. It explains how to take the assessment. For anonymity reasons, your co-workers will use the same username and password to take the OLA. But the username and password only works 85 times, because that is the amount of OLAs you purchased.]

Dear Co-Workers,

We desire to know what you think about our organization and leadership. To get your honest and candid feedback, we need you to complete the Organizational Leadership Assessment (OLA) on-line. It will **only take 15 minutes of your time** but will provide us all with valuable insights that will help us to improve how we work together. Please know that the answers you provide are **completely confidential and anonymous.** We will only be receiving back the averaged responses of the total group taking the assessment. Thank you for completing this as quickly and thoroughly as possible.

## TO TAKE THE ASSESSMENT

1. Go to: <http://www.olagroup.com> and click "Take the OLA" on the upper right of the screen.
2. Type in **XXXX** as the organizational code
3. Type in **XXXX** as the pin
4. Choose the version of the OLA that pertains to our organization
5. Choose the language option you are most comfortable with
6. Click "Start"
7. Read the brief Introduction
8. Select your Present Role/Position in the organization
9. Click "Take the OLA"

Thank you again for taking time out of your busy work day to respond. I believe that the feedback from this assessment will help our organization improve for the benefit of us all.

# Your "Track the OLA Process" Information

------------------------------------------------------------------------------------  
[This information is for you as the organizational contact person and allows you to monitor the OLA assessment process]

As the organization contact person, you can now track your assessments on the OLAGroup.com website by going to: <http://www.olagroup.com> and clicking the "My Account" button at the top right of the page. Use the following username and password to track information on your account:

Username: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
Password: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You can track the assessments, view a breakdown of the assessments completed to date and also purchase more assessments - all from one page! Once all of the OLAs have been completed by your group and you are ready to have the report run contact the OLAgroup to let them know.

Everyone at the OLAgroup would like to thank you for inviting us to help your organization reach its potential. If you have any questions about the assessment, taking the assessment or the OLAgroup, please do not hesitate to let us know.

Sincerely,

Your OLAgroup Representative  
[jim\_laub@pba.edu](mailto:jim_laub@pba.edu)