**(Org Name)**

OLA Assessment

Dear Top Leaders,

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

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| --- | --- |
| 1 | Go to: <http://www.olagroup.com> and click "Take the OLA" on the upper right of the screen |
| 2 | Type in **\_\_\_\_\_** as the organizational code |
| 3 | Type in \_\_\_\_\_ as the pin |
| 4 | Choose the Standard version of the OLA |
| 5 | Choose the language option you are most comfortable with |
| 6 | Click "Start" |
| 7 | Read the brief General Introductions |
| 8 | Select the Sub-group that you represent (select one)   * Administration |
| 9 | Select Top Leadership as your Role/Position in the organization |
| 10 | Click "Take the OLA" (complete all 66 items of the OLA) |
| 11 | Click “Finished” to submit your completed 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.