

Use this sample template to invite your Manager to assess you at the start of your leadership program journey.

Invitation Template

Hello [Manager Name],

As you probably know, I am currently participating in the TechLX - a dynamic program for developing future-ready IT leaders. A key component of the program is a leadership skills assessment to help increase my self-awareness.

I would like to invite you to provide feedback on my leadership strengths and development areas by [Goal Date]

Please log into IT Skill Builder (instructions below) and provide your feedback using the online assessment. Please note that this is not a performance appraisal. Your observations will be used solely for personal and leadership growth and to facilitate insightful, productive conversations around professional development and leadership opportunities.

IT Skill Builder - Login Instructions

1. Go To: www.itskillbuilderassessment.com
2. Click on the Create an Account! link
3. Enter PIN: [PIN Number for your Cohort]
4. Complete the form and click Register Account.
TIP: Use the same email address by which you received this email.
5. Complete the fields on the Preference screen, select your job role, and select 'Update Preferences'
6. Select My Team > Assess Team Members: choose my name and Start Assessment.
7. Please allow 20-25 minutes to complete the assessment.
TIP: The assessment will save your answers as you complete them.

Should you have any issues, reach to me or the IT Skill Builder Support Team (support@ouellette-online.com).

Many thanks for your feedback and time!

Sincerely,
[Your Name]