**Emerging Minds Focus – Organisational Survey email template**

You have been nominated to complete an Organisational Survey for Emerging Minds Focus.

Emerging Minds Focus is an online platform that takes organisations on a quality improvement journey. The platform will help identify where our organisation is succeeding in supporting the social and emotional wellbeing and mental health of infants and children through our work with parents. This process will also identify areas that require action, resourcing and greater attention.

The survey contains a number of organisational, service and practice attributes that you will vote on, which will inform the next steps for our ‘Change Team’. Change Team members use the Focus platform to motivate, plan and track our organisation’s quality improvement over time.

These results are valuable for three key reasons:

* They will support an understanding of our organisation’s strengths and opportunities for quality improvement.
* They will identify consensus and differences in perspective between our staff and the Change Team.
* They will inform the development of our quality improvement action plan, which will be driven and supported by the Change Team.

Please note that **the survey** **is anonymous**.

The Organisational Survey is estimated to take around 15-20 minutes. **Please give yourself enough time to complete the survey in one sitting as it cannot be saved.**

Once you have selected an option for each of the attributes, select ‘Submit’. A summary of your responses is displayed on the next page. Once the survey is closed, your Change Team will see your organisation’s aggregated results for each attribute.

Please complete the survey by COB on **<DD MMM>**.

You can access the survey via this link: **<INSERT LINK HERE>**

Please let me know if you have any questions.

Kind regards,

**<YOUR NAME>**