



# Birkman Enterprise Communication 5: Custom Email for Birkman Method Questionnaire

Suggested Implementation order	Audience	Suggested Sender	Communication Purpose and Description
5	All participants being introduced to Birkman Enterprise	Administrator may customize Email sent through <a href="#">BirkmanDirect</a>	Email initiated and sent through <a href="#">BirkmanDirect</a> with instructions to complete the questionnaire. Choose a generic message or customize using the suggested template.

**Instructions:** Tailor this communication to fit your organization’s brand, voice, and established development goals. Copy and paste it into [BirkmanDirect](#) when you authorize the questionnaires to the participants.

### Email Template:

We are excited to offer Birkman Enterprise to our organization. The first step is completion of The Birkman Method Questionnaire. The data derived from your questionnaire will be presented with those of your colleagues on an easy-to-use digital platform, MyBirkman.com. The insights from the questionnaire will help you and your colleagues create awareness of communication styles and how to bridge the gaps between these styles and take performance to the next level.

### Instructions:

- Follow the link to the questionnaire below.
- The link is unique and set up only for you, please do not forward it to anyone else.
- Completion of the questionnaire is due by **[Insert due date]**.

### About the Questionnaire:

- The questionnaire should take about 45 minutes to complete. You can leave the questionnaire and return to your place if you are interrupted or need a break.
- There are no “wrong” answers. Respond with your instinctual response to the questions. The [Birkman Method](#) is based on positive psychology and the assessment doesn’t judge any behavioral style as any more or less preferred than others. Follow a “true self” mindset as a guideline when responding to the questions.
- There are 125 questions about how you see “most people”, 125 questions about how you see yourself, and 48 occupational ranking questions. The questions may appear redundant to you – that’s ok! Just stay with it and trust the process and validity.
- The questionnaire is only complete when you answer all questions in all three sections and click submit.
- Completing the questionnaire by the due date is critical to the program's success. If you do not complete the questionnaire, you will not be able to participate.

### Questions or want to learn more?

Contact <<<**[Insert your organization’s Birkman Enterprise contact person]**>>>