Dear <Name>,

Feedback makes you stronger and helps with your professional development. To constantly develop yourself, it is smart to ask for feedback on a more regular basis.

With TruQu, the feedback tool of <organisation>, it is now easier than ever to give and ask for feedback. At <organisation> we find it extremely important that you have all the space needed to develop yourself. Developing rapidly means receiving relevant feedback multiple times in a year. Relevant feedback is short and easy to understand, it triggers to start a dialogue.

# Four reasons why you should use TruQu

1. Working with your development in a fun and low threshold way.
2. Real time insights to your learning and development points
3. You are in charge of your development.
4. From a yearly appraisal, to a valuable conversation. TruQu can help you to continuously start a dialogue.

In TruQu you will find a number of standard questionnaires with which you can ask your team, your manager and external parties for feedback.

In addition to that, you can also add your own goals in TruQu and flexibly ask for feedback on logical moments. For example, after the first few weeks of your assignment, during a project, after a presentation and after having finished an assignment. With all this gathered feedback, you can monitor yourself and you can use this feedback as input for a valuable conversation.

# Start now

Activate your TruQu account now via e-mail or <organization>.truqu.com and start right away! Save your log in details so in the future you can log in quickly. If you have any questions you can direct them to <name admin>.

When you have activated your account, you can get started! Below you find some useful tips to quickly get everything out of the TruQu tool.

* Consider a strategy for yourself or in collaboration with your manager: How often do I want to ask for feedback? Is this on fixed moments? How do I make sure that I don’t forget?
* Remember to add a photo to your profile. This way you will be recognized faster and your feedback will be more personal.
* At “ask for feedback” you can both use a single question and a premade questionnaire to ask for feedback. Go through the questionnaires and think when you could use them.
* Underneath “Give feedback” you can give a colleague feedback without them having asked for it. This might sound strange, but it really isn’t. It only means that you are involved and that you want to add to someone else’s growth.
* At “Goals” you can add some personal goals of yours. For example, do you want to improve your presentation skills, communication or open attitude? Add it here. This way you make your goal concrete and measurable, often this is the first step to improvement. You can link these goals to specific feedback questions.
* At "Start reflection" you can write a self-reflection and share it with colleagues. Agree with your manager how often this is expected of you.
* Finally, you have compliments: Nice to receive and nice to give out. If you are happy with an action of a colleague. Let him or her know by giving a compliment. You enjoy it too when others appreciate your work don’t you?
* Asking for feedback is simply something that requires action, so start

with sending your first feedback request to a colleague and see what happens!

* On our help page you will find detailed information about every functionality within TruQu. After reading this you will know how to get the most out of your TruQu account!

<Personal ending>