

Pre-Event Questionnaire

To help Linda tailor this program to your company's needs, please take a few minutes to answer the following questions. You may respond online or by printing this document and faxing it to (972) 416-0220. If you would prefer to answer this questionnaire by phone, please call our toll free number (877) 800-5023. **Feel free to skip any question that doesn't apply to your company and use additional pages if you need more space to respond or provide additional comments.**

Contact Information

Contact Person:	Phone:	(office)	(cell)
		(fax)	
Website:	Email:		
Name of Organization or Firm:			
Best time for Linda or representative to reach you:			

Your Program

Program Dates:	Start Time:	End Time:
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Where will program be held? _____
(Address)

What would you like your people to be able to do better when they leave the program?

Will there be managers in the training? Yes No If so, how many?

How many people will be there and what jobs do they hold?

Are there any key words or ideas you want Linda to emphasize? Yes No If yes, what are they?

Are there any "sensitive issues" or "taboo terms" that should be avoided? Yes No If yes, please explain.

What else do you feel Linda should know before addressing your group?

What are your objectives for the presentation Linda will be giving? (Check all that apply.)

- Increasing professionalism
 - Improving attitudes and motivation
 - Accepting growth/change in your group/division
 - Ensuring that workplace harmony is a priority
 - Improving negotiation and persuasion ability
 - Enhancing manager/employee relations
 - Maximizing results from investment of effort, time and funds
 - Other _____
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What have trainers done in the past that was a big hit with your group?

What have trainers done in the past that “flopped” or you would never want repeated again?

Your Organization

What challenges are you facing in the next year?

What amount of change do you expect to take place in your organization in the coming year?

- Extreme Moderate Light None Please describe:

Who are your primary competitors?

What are the terms used to refer to your customer?

- Customer Client Member Other _____

Audience

What do staff members like *most* about their jobs?

What do staff members like *least* about their jobs?

What do managers like *most* about their jobs?

What do managers like *least* about their jobs?

What are the terms used to refer to people with management authority?

Supervisor Manager Team Leader Other _____

What are the terms used to refer to employees?

Employee Staff Team Member Other _____

Anticipated number in the program:

Average age/range:

Average education:

Average income:

Level of experience:

Male/Female Percentage: M _____ % F _____ %

Logistical Information

Hotel Name & Address: Not Applicable

Phone: Fax:

Hotel Confirmation Number:

Into what airport should we schedule Linda's flight?

How far is the hotel from the airport?

How should Linda travel to the hotel? (take a cab, rent car, driver will pick up, etc.?)

Contact at meeting site

Would you like Linda to notify someone after she arrives at the site? Yes No

If so, whom shall she contact? Phone:

Who will be Linda's contact during the event?

Name:

Title:

Phone: (office) (cell)

Please provide the names of at least three people who Linda may contact if she needs additional information about your group.)

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
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We appreciate the time and effort it takes to provide this information. Linda will review all that you send and use it in determining appropriate and useful content for your program. If you have *any* organizational or program information that you think would help Linda understand more about your Company or group, please mail it to: 3509 Cimarron Drive, Carrollton, TX 75007.

Thank you!!