

This questionnaire is designed to help us prepare a program that is tailored to your needs. Please answer all questions and return the form to us. Thank you.

Client:

Event date:

Venue:

Number of participants:

Starting time for my program:

Ending time for my program:

Key Points of Program (in addition to what we've discussed)

- What are your main objectives?
- Are there any topics in particular that I should discuss?
- Top three challenges faced by the participants:
- Three greatest strengths of people attending the workshop:
- Three areas of work performance in need of improvement:
- If you could change just one thing tomorrow, what would it be?
- What advice would you give to a new person in your position?
- Milestones for ongoing projects:
- Who determines how successful the team is and how?
- When people depart after the workshop, what one thing do you want to be uppermost in their minds?