NEILLIE LEADERSHIP GROUP

Pre-Event Questionnaire

To make the most of your speech or workshop, please take a few minutes to share background information. Complete all of the questions that are appropriate for your organization; feel free to omit questions that are not pertinent. Pushed for time? No worries! We can cover these questions in a pre-event interview. When completed, please email this questionnaire to Andy@AndyNeillie.com.

Event Date:

- 1. What is the purpose of this event? How often is this type of event held?
- 2. What has prompted this event?

3. What are you looking for in a leadership development partner?

4. What are you hoping to accomplish through this speech or workshop? At the end of it, what will success look like? In what timeframe?

5. What type of ongoing reinforcement do you think would be helpful? Coaching? Follow-on webinars? Additional events? 6. Will this presentation be audio or videotaped?

- 7. What audio-visual equipment could be available for our use? Do you have a projection machine, flipchart stand and paper, felt-tip markers and masking tape?
- 8. Please provide a brief overview of your company or organization:
- 9. What is the demographic of the participants (business/technical/sales expertise, age, gender, regional/national breakdown)? What challenges are they facing?

10. How many people will be participating? Who are they (titles, roles, etc.)?

11. Who will introduce the event? What is his/her role in your organization?

- 12. What expectations precede and follow the workshop? How will participants show competency?
- 13. What other leadership training has your staff participated in? What did you like or dislike about that experience?
- 14. What sensitive organizational information should we be aware of?
- 15. May we bring an observer and/or videographer to this workshop?

16. What other information do you think would be helpful for us to have so that we can tailor our event to your participants?