

This questionnaire is an opportunity for you to specify your training needs. Please freely share information--the questionnaire is anonymous and will only be read by the trainer/consultant. By giving **specific** and **detailed** answers, you ensure training filled with practical leadership skills. **Please type or print clearly in ink. You may use another page for your answers.**

1. If you could change two or three things about your staff and the work they do, what would you change? **Rank these in order of importance to you, with (1.) being the most urgent:**

(1.)

(2.)

(3.)

2. If you could change two or three things about your techniques and skills in managing your staff, what would you change? **Rank these in order of importance to you, with (1.) being the most urgent:**

(1.)

(2.)

(3.)

3. **Fill in the blanks with your first thoughts:** My staff believes that I am _____ as a leader. This is because I _____

4. When I think of delegating tasks: (Check **ALL** that apply).

___ **I think if you want the job done right, you'd better do it yourself.**

___ **I get tired of repeating myself over and over.**

___ **I hate to ask others to do anything.**

___ **I like to delegate, it is necessary, and I'm good at it.**

5. The key challenges I face as a leader are:

6. When communicating with a staff member in a one-to-one situation, my most difficult challenge is:

7. The way I feel about confrontation and conflict is:

8. Describe how you handle performance problems with your staff:

9. My top three work-related skills are:

(1.)

(2.)

(3.)

10. I'm not always able to fully utilize my skills, because:

11. My staff and I work well as a team when

12. We do not work well as a team at times, because

13. If I made a wish list of the things that would bring me greater job satisfaction, that list would include all of the following:

14. Feel free to add any additional comments, concerns, or information that will help the trainer to design a program targeted to your needs.

15. Please use the remainder of this page (and extra pages) to write several of the comments or questions that you have had difficulty responding to. Consider challenging situations or the remarks that you hate to hear and that leave you wishing you had a better response. You might hear these in face-to-face encounters or in telephone discussions with customers or co-workers. It is not necessary, but is helpful, if you write this in "script dialogue" form and include your typical responses to each comment. List as many as you can.

Thank you for taking your time and for sharing your insights! I'm looking forward to meeting you!
Gloria Thomas