

ExecuProv

Making A Scene

Confidential Questionnaire

The upcoming ExecuProv class is planned according to each participant's needs. Therefore, those areas covered with regard to presentation skills and overall communication techniques will be determined by your input. Please complete this questionnaire and return it to the address below as soon as possible. Thank you.

Name:	<input type="text"/>				
Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Phone (W):	<input type="text"/>	Fax:	<input type="text"/>		
(H):	<input type="text"/>	Email:	<input type="text"/>		
Company/Organization Name:	<input type="text"/>				
Type of Business:	<input type="text"/>				
Job Title:	<input type="text"/>				
Job Description:	<input type="text"/>				

1) The "scenarios" I find myself in the most in need to bettering my communication skills include:

- Phone interaction
- One-on-one meetings
- Communication with others in a group setting
- Communication that requires cold calling

2) I'm interested in working on:

- More clarity in my communications with others
- Better understanding of what people are trying to communicate to me
- A better sense of self-confidence when communication is adversarial or confrontational
- Ways to keep my communication from wandering or being too verbose
- Methods to make my point
- Techniques to be more persuasive

3) When you're communicating with others do you often feel:

- Like your communication is incomplete?
- Like your communication is muddled?
- Like you're being misunderstood?
- Like people are not listening to you?
- Like the points you're making are not as clear as when you say them, as when you think them?

4) The most frustrating communication (scene) I recently found myself in was when:

5) Describe one (or more) communication situation(s) that you wish you could "rewrite" and do over:

6) What do you perceive your strengths to be in terms of your style and ways of communicating?

7) What do you perceive your weaknesses to be in terms of your style and ways of communicating?

8) If you ever feel shy, uncomfortable, intimidated, frustrated, or completely overwhelmed in the midst of your communication? Please describe such a situation:

9) Did you ever wish you had said something other than what you did say during a communication situation (scene)?:

If yes, please describe *what* you said, then write down what you wish you *had* said.

What I said:

What (later) I wished I had said:

5) Describe one (or more) communication situation(s) that you wish you could "rewrite" and do over:

6) What do you perceive your strengths to be in terms of your style and ways of communicating?