

ExecuProv

PEOPLE SKILLS

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:

Address:

City: State: Zip:

Phone (W): Fax:

(H): Email:

Company/Organization Name:

Type of Business:

Job Title:

Job Description:

1) I am interested in working on my:

- Presentation skills.
- Communication with clients/customers.
- Communication with staff.
- Injecting humor into my every business day.
- Sales calls.
- Cold calls.

2) The area in which I feel I need the most work is:

3) The following are the three most common types of business "scenarios" I find myself in on a daily basis:

4) What do you perceive your strengths and weaknesses to be in terms of overall communications skills?

5) Describe typical situations you find yourself involved in at work that deal with your telephone skills:

6) What would you most like to get out of this class?

7) Who do you think people see you as? Describe "their" image of you in a few short sentences:

8) Please note any miscellaneous needs or areas you wish to have covered during the class?