

# ExecuProv

## Wit's End

### 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) People who have me at my wit's end on a regular basis include the following:

- |  |  |
|--|--|
| <input type="checkbox"/> My boss(s)        | <input type="checkbox"/> My client(s)            |
| <input type="checkbox"/> My subordinate(s) | <input type="checkbox"/> My supplier(s)          |
| <input type="checkbox"/> My co-worker(s)   | <input type="checkbox"/> Other (Please Describe) |

#### 2) When I reach my wit's end, I typically do one or more of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Withdraw or shut down    | <input type="checkbox"/> Allow my frustration or hurt to show |
| <input type="checkbox"/> Fume beneath the surface | <input type="checkbox"/> Blow up                              |
| <input type="checkbox"/> Project a bad attitude   | <input type="checkbox"/> Breakdown completely                 |
| <input type="checkbox"/> Confront the person      | <input type="checkbox"/> Handle the person positively         |

3) On a scale of one to ten, please list at what level you feel you are intimidated or controlled by the person who has you at your wit's end:

4) Without naming names, please write a short profile of the person or persons who have you at your wit's end and what they do to get you to that point:

5) How many times a day do you interact with this person or persons?

**6) Under what circumstances are these interactions (i.e., on the phone, during meetings with others, one-on-one, through e-mails or other written communications, etc.) occurring?**

**7) What have you attempted to do - or what steps have you taken to date to handle your wit's end problem with this person or persons?**

**8) When at your wit's end, describe how you wish you could or would have handled the person(s) and the situation?**

**9) During class we will have time for each student to work on specific "wit's end" situations. Please list two scenarios you would like to handle during class:**

**10) What would you like to learn and gain most from taking this class?**

**11) Please list any information you think would be helpful in maximizing your class experience:**