

Training Questionnaire

IDENTIFYING THE AUDIENCE AND POSSIBLE GROUP CONCERNS

1. What does the audience consist of?
 Employees Managers Mixture
2. What is the main job function of the audience?

3. What makes this group unique?

4. What current challenges is your group experiencing?

5. Is there a morale or burn out issue?

IDENTIFY GOALS AND OBJECTIVES OF THE TRAINING

1. _____
2. _____
3. _____

EXPECTED OUTCOME OR TAKE-AWAY MESSAGE FOR THE TRAINING

DESIRED FORMAT OF TRAINING

- Staff Engagement (To include interactive exercises, break-out groups, and/or audience participation)
- Lecture Style (To deliver content only, limited interaction with audience)

TECHNOLOGY

- Wi-Fi is available Screen and projector are available for a PowerPoint presentation

DETAILS ABOUT ARRIVAL

1. Describe the parking situation. _____
2. What entrance should I arrive at? _____
3. Is there an onsite contact? If so, what is their contact information? _____
4. Are there special instructions for getting to the specified room for the training? _____