



## **Neillie Leadership Group Pre-Event Questionnaire**

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6. Will this presentation be audio or videotaped?
  
  
  
  
  
  
  
  
  
  
7. What audio-visual equipment could be available for our use? Do you have a projection machine, flipchart stand and paper, felt-tip markers and masking tape?
  
  
  
  
  
  
  
  
  
  
8. Please provide a brief overview of your company or organization:
  
  
  
  
  
  
  
  
  
  
9. What is the demographic of the participants (business/technical/sales expertise, age, gender, regional/national breakdown)? What challenges are they facing?
  
  
  
  
  
  
  
  
  
  
10. How many people will be participating? Who are they (titles, roles, etc.)?
  
  
  
  
  
  
  
  
  
  
11. Who will introduce the event? What is his/her role in your organization?

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12. What expectations precede and follow the workshop? How will participants show competency?
  
  
  
  
  
  
  
  
  
  
13. What other leadership training has your staff participated in? What did you like or dislike about that experience?
  
  
  
  
  
  
  
  
  
  
14. What sensitive organizational information should we be aware of?
  
  
  
  
  
  
  
  
  
  
15. May we bring an observer and/or videographer to this workshop?
  
  
  
  
  
  
  
  
  
  
16. What other information do you think would be helpful for us to have so that we can tailor our event to your participants?