Creative Performance Solutions, LLC

moving leaders to the next level

Pre-Program Questionnaire

Organization: Contact:

Program date: Phone:

Program Title:

Program location:

1. Please give a brief overview of the organization and industry?
2. Please provide current event information. Any mergers, acquisitions, new CEO, layoffs, etc.
3. What is the objective for the keynote presentation/training?
4. What do you want to happen as a result of the presentation/training?
5. Please provide a list of attendees with position and e-mail address.
6. How can we measure the presentation/training results? Feedback
7. Who are the key personnel and their positions? Will they be attending?
8. What are the three greatest challenges the attendee's face?
9. How many people are expected?
10. Are the participants culturally diverse?
11. Is there any person that needs to be recognized during the presentation?
12. What have been the topics at recent meetings?
13. Please share humorous stories or incidents that might be relevant to the training/presentation?
14. What is the dress? If business casual, please describe what that means.
15. Who will be introducing Regina?
16. Will the session be recorded?
17. Who will be responsible for copying the materials?

If you have any questions, please contact us at 845-294-7089 or e-mail regina@reginaclark.net **Thank you for your assistance.**