

## Presentation Questionnaire

Dear Client,

These questions are aimed to help me assess your needs for your presentation and enable me to forward a proposal to you. Please answer those questions that are applicable, even if we have discussed them via phone or email. This ensures I have the correct information. If you have queries, please ask me.

1. Who are the staff attending, male/female ratio ages etc?
2. What is the major people issue you are faced with right now and what is your main objective?
3. What do you want me to say to them that you can't say?
4. What is your expected outcome or 3 outcomes you would like to achieve?
5. What messages have you been sharing with your staff that you would like me to endorse?
6. If you asked people when they walked out of my session, what is one piece of information you'd want them to take away?
7. After the presentation what do you expect the attendees to
  - a. do differently?
  - b. feel differently?
8. How involved would you like your people to be during my presentation?
9. What date and budget did you have in mind?
10. What is the greatest challenge facing your industry right now that you might want me to refer to?
11. What is the greatest need for attitude or skill development amongst your staff right now?
12. If I asked a range of your clients, team or family (which is applicable) )what they thought of your service, what might they say?

I am looking forward to supplying you with my presentation ideas.

***Janice Davies - Attitude Specialist***

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