

Planning for an Extraordinary Session

This questionnaire will enable Kristin to tailor her presentation to your team. Would you take a few moments with us to obtain the answers we need?

We filled out the answers to the questions below to the best of our knowledge. Please double check our answers and make any additions, corrections and fill in the questions we left blank. Feel free to skip those that duplicate a previous answer or might be irrelevant to your team.

Please include whatever printed information is available to you believe would help Kristin to understand the organization and issues facing your team. Kristin would rather have too much information (TMI) than too little! This could include:

- Team member orientation materials
- Annual report
- Newsletters
- Advertising and promotional materials
- Trade publications
- Current articles about issues facing your team, organization or industry

Please return this information at your earliest convenience to

Kristin Arnold
Quality Process Consultants, Inc.
11304 Megan Drive
Fairfax, VA 22030
703.278.0892
703.278.0891 (fax)
karnold@qpcteam.com

Thank you so much for your help in making sure your session with Kristin is extraordinary!

Session Information

Title of the Session

Theme/Purpose

Specific Objectives

Date(s)

Start Time

End Time

Any Breaks?

Introducer's Name

Phone Number

What happens just before the session?

What happens right after the session?

Context Information

What are the specific objectives you would like Kristin/the team to accomplish?

Are there any sensitive issues Kristin should be aware of/avoid?

What are the critical issues the team faces in your industry/organization?

What are the challenges the team faces in your industry/organization?

What are the accomplishments/breakthroughs the team faces in your industry/organization?

What three things should Kristin know about your team before she meets with them?

1.

2.

3.

Please provide the names and phone numbers to three to six influential team members. We may contact them for more research information on your group and to customize the session to meet your needs.

1.

4.

2.

5.

3.

6.

Experts Your Team Has Used in the Past

What has your group liked about previous facilitators/speakers/trainers/consultants?

What has your group disliked about previous experts? (without their names if you would like, but do comment on the material they used!)

What experts have you used in the past that covered topics related to the material Kristin will be doing for you?

Team Member Information

Number attending Kristin's session _____ The conference *(if applicable)*

How will team members be dressed?

Casual Business Formal

What specific behaviors, actions, activities separate your high performers from your average performers?

What three specific behaviors/actions/activities do the team members need to master to thrive in the future?

1.

2.

3.

What makes this team unique? (this could be a phrase, inside humor, or anything else that most of the team members will readily identify with)

The team members will consider the session a success if ...

Many of my clients are often interested in providing a learning resource or gift to their team members such as a book, CD or audiotape to extend the value and impact of the session. Are you interested in discussing this option? Yes No

Travel Information

Venue Name and Address _____

Phone Number _____

Lodging located at session site? _____

Lodging arranged by Client QPC Inc.

Airport to arrive at _____ Travel time from airport to venue _____

What is the best way for Kristin to travel from the airport?

Taxi Car rental Pick-up Person

Pick up person's name and tele/cell phone number: _____

Should an emergency occur on the way to the site, who would be an alternative contact if you are unavailable?

Name: _____ Business/Cell Phone _____

Please feel free to provide any additional information you feel is import for Kristin to know.
Thanks again for your help in making sure your session will be truly extraordinary!