

LEADERSHIP CONSULTING/TRAINING CLIENT CHECKLIST

- What previous leadership, management/supervisory training have the team members had?
- Who will attend?
 - What are the participants' titles/responsibilities?
 - Will top management/executive management be attending?
- What is the purpose of the Leadership training? Is there a specific problem you wish to resolve?
 - Productivity/Performance problems
 - Communications Problems
 - Possible reassignment or releasing some team members
 - Other
 - OR is this a general event as part of a proactive management philosophy?
- Would you prefer a retreat format? If so, do you have a retreat location/facility in mind? What are the logistics?
- What are the logistics of the event facility we will be using if you have one in mind?
 - Tables
 - Chairs
 - Electrical outlets
 - Audio Visual Equipment
 - Internet connection
 - Microphone – podium
 - Meals
 - Other
- Scheduling - Is your team available for evening and/or weekend seminar activities? How soon do you need this?
- If held during the work week, are the team members able to restrict contact outside the event until breaks?