

Tailoring Questionnaire

Project Manager Guru Inc.'s goal is to give you the best possible training experience.

To help us meet your specific needs, please take a few minutes to complete this questionnaire and email to your account manager.

We will pass along the results to your scheduled trainer and use it as an important tool in the custom-tailoring of your instruction. We look forward to working with you on this event and many more to come.

COMPANY DATA:

1. Organization -
2. Address -
3. Contact Person -
4. Best Time to Reach Contact -
5. Business Phone -
6. Emergency Phone -
7. Email Address (if applicable) -

15. Describe any company-wide initiatives that training might address.

16. What are your company's future training and staff development plans?

17. List common buzz words or terms used within your industry.

ON-SITE TRAINING LOGISTICS:

8. Title of Training Program -
9. Date and Time of Training -
10. Training Site Address (if different from Company Data) -
11. Special Instructions if shipping training materials -
12. Driving time from airport to training site -

TRAINING AUDIENCE:

18. Is attendance mandatory?
19. List the main roles and responsibilities of the group.
20. What is their educational background?
21. What is their working relationship to each other?

ORGANIZATION INFORMATION:

13. Describe the nature of your business/industry.
14. Describe any current issues/opportunities that your company may be experiencing.

22. Who does the group communicate with most often?

23. What kind of follow-up training will this group receive?

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SPECIALIZATION OF CONTENT

Why was this topic selected for your group?

What are the three most important takeaways that you want this group to improve on or do differently as a result of taking this training?

What training or staff development has the group had in the past two years?

How can we most effectively tailor this program to suit your needs?
