

LEADERSHIP PRE-WORKSHOP AUDIT

Name _____

Date _____

What are your strongest organizational concerns? Check 15 boxes and then circle your top five

- | | |
|--|---|
| 1 <input type="checkbox"/> Better employee morale | 30 <input type="checkbox"/> Pro-active verses reactive |
| 2 <input type="checkbox"/> Total Quality Management (TQM) | 31 <input type="checkbox"/> Preventive maintenance |
| 3 <input type="checkbox"/> Sales training | 32 <input type="checkbox"/> Slave to my job/business |
| 4 <input type="checkbox"/> Technical training by job | 33 <input type="checkbox"/> Time management |
| 5 <input type="checkbox"/> Accountability (people/process) | 34 <input type="checkbox"/> Continuous Improvement |
| 6 <input type="checkbox"/> Leadership skills | 35 <input type="checkbox"/> Decision making skills |
| 7 <input type="checkbox"/> Implementation of a new product/service | 36 <input type="checkbox"/> Corrective action plans |
| 8 <input type="checkbox"/> Open communication | 37 <input type="checkbox"/> Employees take ownership |
| 9 <input type="checkbox"/> Conflict resolution | 38 <input type="checkbox"/> Being responsible |
| 10 <input type="checkbox"/> Team building skills | 39 <input type="checkbox"/> Taking pride in their work |
| 11 <input type="checkbox"/> Problem Solving Skills | 40 <input type="checkbox"/> Process improvement |
| 12 <input type="checkbox"/> Strategic planning | 41 <input type="checkbox"/> Focus groups |
| 13 <input type="checkbox"/> Employees understanding the cost of waste | 42 <input type="checkbox"/> SPC - Statistical Process Control |
| 14 <input type="checkbox"/> Attitude adjustments (positive) | 43 <input type="checkbox"/> Cut cost |
| 15 <input type="checkbox"/> We are all on the same page/same direction | 44 <input type="checkbox"/> Better management skills |
| 16 <input type="checkbox"/> Customer service | 45 <input type="checkbox"/> Quicker accounts receivable |
| 17 <input type="checkbox"/> Employees taking charge | 46 <input type="checkbox"/> More productivity |
| 18 <input type="checkbox"/> Departments getting along | 47 <input type="checkbox"/> Stop! "Not my job" attitude |
| 19 <input type="checkbox"/> System to better manage my job | 48 <input type="checkbox"/> Getting to work on time |
| 20 <input type="checkbox"/> Getting more out of existing training | 49 <input type="checkbox"/> Project management |
| 21 <input type="checkbox"/> Stop putting out fires | 50 <input type="checkbox"/> Write policy and procedure |
| 22 <input type="checkbox"/> Define jobs | 51 <input type="checkbox"/> System improvement |
| 23 <input type="checkbox"/> Quit complaining/just do your job | 52 <input type="checkbox"/> Interpersonal skills |
| 24 <input type="checkbox"/> Change, "but how" | 53 <input type="checkbox"/> Employee retention |
| 25 <input type="checkbox"/> More productive meetings | 54 <input type="checkbox"/> Finding skilled workers |
| 26 <input type="checkbox"/> More time in the day | 55 <input type="checkbox"/> Training that applies to my job |
| 27 <input type="checkbox"/> Everyone getting along | 56 <input type="checkbox"/> Other |
| 28 <input type="checkbox"/> Safety training | 57 <input type="checkbox"/> Other |
| 29 <input type="checkbox"/> Management against employees attitude | 58 <input type="checkbox"/> Other |