



organization assessment

Thank you for completing this assessment. The results will help me develop a program with the highest possible learning outcomes and benefits.

CONTACT INFORMATION

| | |
|--|-------|
| Organization | |
| Contact Person | Title |
| City | Date |
| Phone | Fax |
| Email | |
| How did you find out about our services? | |

PROGRAM INFORMATION

| | |
|---|----------------------------|
| Date/s of program/s | Number of people attending |
| Venue | % of men and women |
| Length of program | Age range |
| Department | Income range |
| Job functions | |
| Previous training they have experienced | |
| May I have everyone complete a brief evaluation at the end of the programme? The feedback on these evaluations will be shared with you. | |



GOALS

| |
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| 1. What do you want for your organization? What would make this program successful? |
| 2. What impact will that have on your organization? How will it be different 5 years from now (ideally)? |
| 3. How important is it for your organization to make this change? |
| 4. When is the right time for your organization to make this change? |
| 5. What steps are you taking to make this change happen? |

ASSESSMENT OF NEEDS

1. Please check the best answer. How satisfied are you with the ability to:

| <i>Communications</i> | Extremely | Very | Fairly | Not very | Not At all |
|---|-----------|------|--------|----------|------------|
| Communicate interpersonally | | | | | |
| Present in front of an audience | | | | | |
| Achieve the desired outcome through communication | | | | | |
| Use language effectively | | | | | |
| Use tonality effectively | | | | | |
| Use body language effectively | | | | | |
| Approach people with warmth and professionalism | | | | | |
| Communicate confidence and credibility | | | | | |
| Retain information from listening | | | | | |
| Respond appropriately to different personalities | | | | | |

| Behaviour | Extremely | Very | Fairly | Not very | Not at all |
|---|-----------|------|--------|----------|------------|
| Act with authenticity and sincerity | | | | | |
| Demonstrate leadership | | | | | |
| Contribute effectively to a team | | | | | |
| Demonstrate courtesy and respect appropriately | | | | | |
| Demonstrate appropriate meeting etiquette and skills | | | | | |
| Demonstrate appropriate email etiquette and skills | | | | | |
| Demonstrate appropriate telephone etiquette and skills | | | | | |
| Demonstrate appropriate dining etiquette and skills | | | | | |
| Begin and end conversations with grace | | | | | |
| Respond appropriately to conflict or difficult situations | | | | | |

| Appearance | Extremely | Very | Fairly | Not very | Not at all |
|--|-----------|------|--------|----------|------------|
| Project impeccable grooming | | | | | |
| Wear makeup / facial hair appropriately | | | | | |
| Wear appropriate hair styles | | | | | |
| Wear appropriate glasses and accessories | | | | | |
| Wear appropriate styles and colours | | | | | |
| Wear appropriate quality and fit | | | | | |
| Project professionalism and credibility | | | | | |
| Project confidence and power | | | | | |
| Project elegance and approachability | | | | | |
| Project energy and enthusiasm | | | | | |



| 2. What dress code is the aim of your organization? | | Most or all of the time | Some of the time | Not at any time |
|---|---|-------------------------|------------------|-----------------|
| Business | Formal Corporate: dark gray, navy suits | | | |
| | Corporate: suits | | | |
| Business Casual | Professional: Jacket; tie optional | | | |
| | Casual Professional: refined fabrics | | | |
| Casual | Smart Casual: Jeans, t-shirts | | | |
| | Sports & leisure: exercise wear; tank tops... | | | |

| 3. What is the current mode of dress? | | Most or all of the time | Some of the time | Not at any time |
|---------------------------------------|---|-------------------------|------------------|-----------------|
| Business | Formal Corporate: dark gray, navy suits | | | |
| | Corporate: suits | | | |
| Business Casual | Professional: Jacket; tie optional | | | |
| | Casual Professional: refined fabrics | | | |
| Casual | Smart Casual: Jeans, t-shirts | | | |
| | Sports & leisure: exercise wear; tank tops... | | | |

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| 4-a) If you could improve one thing about the people in your organization or department, what would it be? |
| 4-b) What else would you improve? |
| 5. What one thing about the people in your organization or department are you most proud of? |
| 6. What would make this program successful? |
| 7. What else would you like me to know? |

Please email or fax this form to:

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