LEADERSHIP PRE-WORKSHOP AUDIT

Name _____   **Date** _____

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

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