

LEADERSHIP PRE-WORKSHOP AUDIT

Turn in 1 completed
copy to Coordinator's
in-box (Sec. 3 Teams)

Name _____

Date _____

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

- | | |
|--|---|
| 1 ☐ Better employee morale | 30 ☐ Pro-active verses 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 |