



## **CLIENT INFORMATION**

This form will enable you to provide us with some information about your team's preliminary programming preferences. The information you provide will give us a better understanding of your expectations and needs.

### **THE BASICS**

1. Organization: \_\_\_\_\_
2. Contact Name: \_\_\_\_\_
3. Contact Number: \_\_\_\_\_
4. Contact's Position: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_
7. Fax Number: \_\_\_\_\_
8. Organization's Web Address: \_\_\_\_\_
9. Date/Time frame for your Center visit: \_\_\_\_\_
10. How did you hear about us? \_\_\_\_\_

### **ABOUT YOUR TEAM**

11. What group within your company is planning a program at The EDGE?  
\_\_\_\_\_
12. What is the group's relation to the larger organization (if applicable)?  
\_\_\_\_\_
13. How many people are in the group coming to the EDGE?  
\_\_\_\_\_
14. What is the approximate gender break-down of the members of your team?  
Male: \_\_\_\_\_ Female: \_\_\_\_\_
15. What is the age range of the participants of your team?  
\_\_\_\_\_
16. Will there be any observers who are not participating in the program but will be joining the Group?
  - a. If so how many? \_\_\_\_\_
  - b. Will there they need meals? Y/N? If yes how many? \_\_\_\_\_

17. Has the group undergone any recent changes? Please describe.

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18. Rate the group in the following areas using a scale from 1 to 5, 1 being poor and 5 being excellent:

- |   |  |
|---|--|
| <input type="checkbox"/> Accepting Different or Diverse Ideas | <input type="checkbox"/> Productivity                |
| <input type="checkbox"/> Accountability                       | <input type="checkbox"/> Reaching Goals              |
| <input type="checkbox"/> Attitude                             | <input type="checkbox"/> Relationships               |
| <input type="checkbox"/> Commitment                           | <input type="checkbox"/> Setting Goals               |
| <input type="checkbox"/> Communication                        | <input type="checkbox"/> Trust                       |
| <input type="checkbox"/> Decision Making                      | <input type="checkbox"/> Tools for Sustaining Growth |
| <input type="checkbox"/> Efficiency                           | <input type="checkbox"/> Energy Level                |
| <input type="checkbox"/> Focus                                | <input type="checkbox"/> Morale                      |
| <input type="checkbox"/> Office Politics                      | <input type="checkbox"/> Problem Solving             |
| <input type="checkbox"/> Transformational Change              | <input type="checkbox"/> Leadership                  |

19. Describe any team building activities and/or training held in the past.

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20. Was the training (from #18) sustained? What factors contributed to your answer?

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21. Do you or any members of your team have any reservations about this program? If so, what are those reservations?

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22. Please list any questions you have.

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23. Check here if there are members of your group with the following special needs.

- Vegetarian(s)
- Uses a wheelchair
- Limited mobility (difficulty walking and getting around)
- Vision impaired
- Hearing impaired
- Others. Please list: \_\_\_\_\_

24. Is there anything else we should know about your team?

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## **PROGRAMS AT THE EDGE**

- . . . **Energize** your team with active and engaging programs
- . . . **Develop** communication, collaboration and problem solving skills
- . . . **Grow** individual and group leadership functions through practical experience
- . . . **Excel** at identifying and capitalizing on your strengths for profound transformation

### **PLEASE IDENTIFY THE PROGRAM TYPE THAT BEST FITS THE NEEDS OF YOUR GROUP**

#### **LEADING EDGE**

An educational awareness team building program with organization - wide application. Leading Edge programs are appropriate for organizations interested in building transferable skills for working through group challenges, improving performance, and reinvigoration. Participants will have a new language for talking about how they work together. Organizations will experience a boost in morale and a renewed sense of team.

**OBJECTIVE** Activities are followed by a facilitated conversation focused on team reflection and how the activity applies to the workplace.

**VALUE** Groups first become aware of their strengths and areas of challenge and then begin to develop skills enabling them to rise to a higher level of performance.

A program coordinator is assigned to each Leading Edge program to work with you before and during your program. Following your program, he/she will prepare a Post Program Summary Report which you will receive along with a summary of the participant Post Program Questionnaire.

#### **CHOOSE FROM ANY OF THE FOLLOWING LEADING EDGE PROGRAMS**

- Energizing EDGE** - Ideal for organizations looking to promote morale, facilitate relationship building, reinvigorate their team or culture with renewed sense of purpose.
  - Company outings
  - New hire on-boarding and orientations
  - New teams
  - Product Launches
  - Project Completions and celebrations
  - Meetings
  
- Collaborative EDGE** - Gives participants hands-on knowledge and practice of proven tools that benefit effective communication and enhance team collaboration while leading to successful problem-solving.
  - Great for established teams
  - New teams
  - Product launches
  - Mergers
  - Organization management groups
  - Any group struggling with experiencing communication breakdowns

- ❑ **The Leadership EDGE** - Teaches participants how team roles and functions must sync together for effective decision making and achievement.

- Great for new teams
- Those in any leadership function
- Management groups
- Future leaders
- Teams struggling with roles or decision making

- ❑ **The Innovative EDGE** – Teaches your team to function in a transformational environment. The program provides the laboratory to practice the calculated risk-taking innovation without real business consequences. Your team will provide become aware of strengths and develop the skills that accompany creative, dynamic solutions and high level performance.

- Established teams
- New teams
- Product launches
- Mergers
- Organization management groups

- ❑ **LEARNING EDGE WORKSHOPS (choose one)**

- ❑ **Myers – Briggs Type Indicator MBTI ®**

Is the most often used personality assessment tool in the world. Effective managers want employees to better understand themselves and their co-workers. Through learning to understand themselves and how others work, managers can become better leaders and employees better contributors.

- ❑ **Apter Motivational Style Profile (AMSP®)**

The Apter system considers a number of motivational states of individuals and also looks at what we like doing. Understanding ones motivational state and how to shift it in yourself and others can help with shaping corporate culture, effecting change and leadership.

- ❑ **StrengthsFinder**

The StrengthsFinder is an assessment that provides individuals with a view of their greatest and talents. Based on a 40-year study of human strengths, Gallup created a language of the 34 most common talents and developed the Clifton StrengthsFinder assessment to help people discover and describe these talents. The theory behind the assessment is to build upon what an individual does best instead of 'fixing' what isn't working. This positive approach to individual development and awareness extends into teaming by taking a look at what the team does best and exploring how they can build on their collective strengths. For this instrument, all participants will receive the book, *StrengthsFinder 2.0*, and have access to an online strengths community, so they can learn more.

- Strengths + AI**
- Conflict Resolution**
- Emotional Intelligence**
- Virtual Teams**

**BUSINESS EDGE**

Provides custom consulting designed to the specific needs of your organization. Programs are designed to take place over a period of time (on average 2 - 3 days). Workshops may be located on our campus, offsite or a combination of the two. Learning Edge workshops are often incorporated into this customized package. Several of the subject areas where we have customized programs for clients include:

- Exploring leadership opportunities and specific topics with managers and executives relative to their industry
- Strengthening interdependency of geographically and/or functionally-dispersed teams
- Assisting in creative problem solving, innovation and the implementation of change
- Helping process and manage change related to budget cuts, lay offs, or lost resources while still maintaining high performance
- Creating a program to develop high potential talent within an organization

An initial needs assessment will be conducted free of charge with our EDGE consultant. A proposal including various options related to that conversation plus a detailed fee schedule will follow.

**PROGRAM LENGTH**

- ½ Day (4 hours)
- 1 Full Day (6 hours)
- Multiple Days

**MEALS**

Identify the meals you require. A detailed menu is available.

- Continental Breakfast
- Box Lunch

We will contact you shortly to discuss your program choice and to schedule your program. Thank you for choosing to work with our organization.