

Team and Leadership Program Planning Worksheet

To the Organizer: Please use this form to assist us in designing a team and leadership program that will best serve the needs of your group.

Contact Name _____ Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Contact Phones _____ (Day) _____ (Evening)

Fax Phone _____ E-Mail Address _____

Program Requested:

Teambuilding

- Jumpstart
- Teaming Up!
- Leading Up!

Workshops

- Foundations of Effective Teams
- Building High Performance Teams
- Leadership Essentials

Events

- Adventure Picnic
- Fieldtrips
- Fieldhouse Challenge

Number of Participants _____ Number of Accompanying Staff _____

Type of Group: Corporate Community Organization School

Location: Shelby Township Detroit Other _____

Scheduled Date _____ Starting Time _____ Ending Time _____

1. Please describe the kind of group you are bringing to the course. Include grade level and age range where appropriate.

2. How long has this group been together? How long will it continue to function as a group?

3. What is your relation to this group?

4. What are the general goals of your organization? What are the general goals for this group?

5. What do you want the members of this group to accomplish as a result of their participation in a team and leadership program? Please be specific.

6. What special issues or problems do you want this group to address in the course of their team and leadership program?

7. What members of your staff will accompany this group and what role do they expect to play?

8. If you are familiar with the challenge course facilities available to this group, is there a preferred sequence of events that you would like the group to follow? If so, please describe.

9. What has this group done in preparation for their team and leadership program? What follow-up do you have planned?

10. Is there any other significant information about the makeup of this group or the expectations they may bring to the course that will assist us in planning a team and leadership program for them?

*Please return this form well before the scheduled arrival of your group to the **Sales Office**.*

Sales and Programming Office

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Team and Leadership Center Site

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