

Training Session Priorities

One of the benefits of using Patty is her flexibility and breadth of topics. All topics are shared experientially with hands-on activities and discussion. Patty believes it's important for participants to both struggle and succeed when practicing new skills.

Please complete this Training Session Priorities to make certain Patty designs a program to meet your specific needs. Please mark the following topics using an **A**, **B**, or **C**. Please feel free to make other comments beside topics and mark the one or two items that are the **MOST** important to you.

A = Very important and a must to include

B = Important and would like to include

C = Not so important to include

_____ Meeting Skills

_____ Workshop/Facilitation Skills

_____ Goal Setting

_____ Energizers/Activities

_____ Personal Introductions

_____ Decision-Making

_____ Leadership Skills/Styles

_____ Presentation Skills

_____ Conflict Management

_____ Motivation

_____ Creating/Delivering Greetings

_____ Team Building

_____ Time Management

_____ Parliamentary Procedure

_____ Dress/Personal Appearance

_____ Dining Etiquette

_____ Public Speaking/Stage Presence