



## NEEDS ASSESSMENT

- Tell me about your company. What do you do, and who do you provide service to?
- How many employees do you have overall?
- What are the major departments/ divisions/ service areas?
- What methods or forums do the different departments use to communicate with one another? Are there significant turf issues? Do they communicate well?
- Have there been any significant changes in the last 18 months? What were the results of those changes? Are there any significant changes on the horizon?
- What is employee turnover like in the company?
- What type of training is currently offered to deal with these changes or retention challenges?
- Who/ why are you considering for the training/ teambuilding program?
- How many people total? Representing what departments? What is the breakdown by area or department?
- What percentage of the group is male? Female? Management? Support Staff?
- Who else within the organization do these people interact with regularly?
- Are you looking to develop tangible skills through a mix of skill building and teambuilding sessions or are you just trying to build awareness and get people thinking and collaborating?
- What specific objectives do you have for this group?
- Has your company done other teambuilding activities or events in the past? Please be specific about previous programs.

**E-mail completed document to: [Trevor@thenuhopcenter.com](mailto:Trevor@thenuhopcenter.com)**