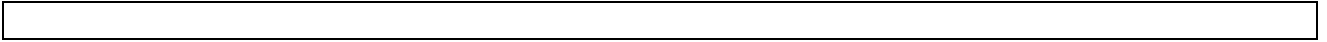


FLP Pre-program questionnaire

Participant details	
Name	
Company	
Email address	
Mobile phone	
<p>The core topics we will cover throughout the Future Leaders Program are:</p> <ul style="list-style-type: none"> • Leadership • Strategic Planning • Finance Basics • Project Management 101 • Contract Administration/Commercial Awareness • Avoiding Unfair Dismissal claims • Safety • Our Changing Industry/Technology 	
<p>To help us tailor the presentations to your group, we'd like to know...</p>	
<p>Leadership “What sort of leadership style do I have in my DNA?”</p> <p>An introductory session to map out the basics for those who want to:</p> <ul style="list-style-type: none"> • work with others effectively and harmoniously in a team; • understand some of the basic behaviours that lead to good customer service and repeat business. <p>In this hands-on workshop you will map out and discover elements of your potential leadership style.</p>	
<p>How would you rate your level of understanding of this topic?</p> <p> <input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High </p>	
<p>What training have you undertaken on this topic?</p> <p> <input type="checkbox"/> None Please specify: </p>	
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p> <input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory </p>	
<p>What area of this topic would you most like to focus on? Please specify:</p>	
<p>Strategic Planning - How to create a plan for success</p> <ul style="list-style-type: none"> • Where is your business now? • Where do you want to take it? • How to develop your strategy to get there • How will you implement your strategy? 	
<p>How would you rate your level of understanding of this topic?</p> <p> <input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High </p>	
<p>What training have you undertaken on this topic?</p> <p> <input type="checkbox"/> None Please specify: </p>	
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p> <input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory </p>	
<p>What area of this topic would you most like to focus on? Please specify:</p>	



<p>Finance basics</p> <ul style="list-style-type: none"> • Reading and understanding a balance sheet • Managing cash flow
<p>How would you rate your level of understanding of this topic?</p> <p><input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High</p>
<p>What training have you undertaken on this topic?</p> <p><input type="checkbox"/> None Please specify:</p>
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p><input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory</p>
<p>What area of this topic would you most like to focus on? Please specify:</p>
<p>Project Management 101</p> <ul style="list-style-type: none"> • Project deliverables • Gantt charts, budgets and work breakdown structure
<p>How would you rate your level of understanding of this topic?</p> <p><input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High</p>
<p>What training have you undertaken on this topic?</p> <p><input type="checkbox"/> None Please specify:</p>
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p><input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory</p>
<p>What area of this topic would you most like to focus on? Please specify:</p>
<p>Contract Administration and Commercial Awareness</p> <p>How to protect your rights to claim for non-payment under the <i>Construction Contracts Act 2004</i>. An overview of the importance of terms and conditions, program planning, variations, <i>Construction Contracts Act</i> awareness.</p>
<p>How would you rate your level of understanding of this topic?</p> <p><input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High</p>
<p>What training have you undertaken on this topic?</p> <p><input type="checkbox"/> None Please specify:</p>
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p><input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory</p>
<p>What area of this topic would you most like to focus on? Please specify:</p>

<p>Avoiding Unfair Dismissal claims</p> <ul style="list-style-type: none"> Types of terminations and how they relate to unfair dismissals Processes to follow to reduce your risk Where to seek assistance
<p>How would you rate your level of understanding of this topic?</p> <p><input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High</p>
<p>What training have you undertaken on this topic?</p> <p><input type="checkbox"/> None Please specify:</p>
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p><input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory</p>
<p>What area of this topic would you most like to focus on? Please specify:</p>
<p>Safety</p> <p>This session will highlight the non-negotiable aspects of safety and demonstrate how your business can take simple steps to ensure it has fulfilled its obligations. Topics covered include:</p> <ul style="list-style-type: none"> Duty of care Your obligations as a manager Hidden costs of prosecution Why processes fail
<p>How would you rate your level of understanding of this topic?</p> <p><input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> High</p>
<p>What training have you undertaken on this topic?</p> <p><input type="checkbox"/> None Please specify:</p>
<p>If you've had any training/experience in regard to this topic, how recent is it?</p> <p><input type="checkbox"/> Recent <input type="checkbox"/> Could do with a refresher <input type="checkbox"/> A distant memory</p>
<p>What area of this topic would you most like to focus on? Please specify:</p>
<p>Any general comments/questions about your participation in the Future Leaders Program?</p>

Please send completed forms to:

Jo Ogden, Project Manager ECA WA Services via jo.ogden@ecawa.org.au or PO Box 782, Balcatta WA 6914.

Queries? Email or call Jo on 6241 6100.