

PRE-SESSION INTERVIEW

Name:.....

Functional Title:.....

Session name:

Session date:

Instructions: (Tell the interviewee this before you ask the questions and complete this questionnaire)

- 1. The answers to this questionnaire will be kept confidential and will only aid in designing the format of the planned session - nobody sees your answers except the facilitator.***
- 2. All answers (that are not specifically confidential) will be summarized (anonymously) and be shared with participants of the session on the day.***
- 3. We can discuss any questions you have about the planned session after this interview.***

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1. What do you believe are the most important issues for us to discuss during this session?

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2. How do others contribute to the situation/presenting issue(s)?

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3. How do you contribute to the situation?

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4. What might block (stop) you from contributing fully to this team/session? (skills, experience, people skills)?

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5. Imagine yourself functioning at your optimum with this team (or at this session). Describe ways you would then be participating with this team (or in this session)

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6. Identify one way you could contribute to the success of this team (and/or this session) that would be gratifying for you.

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7. What are your expectations of the leadership re this planned session and/or this team?

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8. How will we know if this planned session has been a success?

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9. What are your expectations for this planned session?

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10. Do you have any concerns about this planned session?

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11. What do you see as the major obstacles this team/group will face in the next 6 months?

Obstacles	Score (question 12)
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12. How do you rate the possible impact of each of the obstacles (mentioned above)? (1 being “minimal impact” and 10 being “major impact”) (put scores next to obstacles above)

13. Which Work Processes (if any) need to be re-examined or addressed by this team/group/leader?

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14. Is there anything else I should know that will help me structure this planned session to suit your/the team/the group’s needs best?

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Thank you for your time!