

**Listener Analysis**

<b>Company Name:</b>	
<b>Program Start Date:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Location:</b>	
<b>Email (optional):</b>	

<b>Today's Date:</b>	
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This workshop will polish your communication skills and increase your impact and influence in ALL communication mediums Monday to Monday™.

**Workshop Preparation**

- Please come to the workshop with several business-related topics in mind to discuss impromptu. This may be a conversation you have had or will be having on a conference call, webinar or in a meeting setting. Examples: current project, new strategy or idea being implemented, new responsibility or role, etc.
- **You do not need to come with prepared comments for the conversation - only a topic in mind.** You will be referring to these topics during the video recorded exercises.
- **Please complete the following analysis in preparation for the workshop:**

1. What are your communication strengths?
2. What are your communication challenges?
3. What three objectives do you want to achieve during this workshop both personally and professionally to enhance your communication skills?



4. Describe your typical “hybrid” communication environment set up. (i.e., technology used, percentage of remote attendees vs. in-person, how visual aids are shared, etc.)
  
5. What are your communication challenges in the “hybrid” environment you just described?
  
6. Explain a situation when you need to influence your listener to take action.
  
7. Have you attended a communication workshop in the past? If so, please explain.

***We look forward to working with you!***