

## Pre Workshop Feedback Form

- What is this?** A pre-workshop questionnaire and goal setting template to specify your outcome for this learning experience.
- Why is it important?**
1. To maximise your learning and value from attending the **Presenting to Influence** program.
  2. To enable the program to be tailored to your needs
  3. To stimulate your thinking and clarify the changes you want to achieve by attending the workshop
- How will it be used and by who?** This information is confidential and will only be used by the workshop facilitator, Margo Halbert.
- What you need to do** After completing it, please email your feedback to Margo Halbert [margo@margohalbert.com.au](mailto:margo@margohalbert.com.au)
- What format to use** Simply hand-write or type into this form. Or if easier for you, click on this link <http://margohalbert.com.au/client-login/> , the User Name is: **AGA** and the Password is: **AGA0414**. You decide how much detail to write for each answer. This is not an exam!
- What is the deadline?** Please email by 5pm Monday 09-April-14

|   |                            |
|---|----------------------------|
| <b>Your Name</b>  |                            |
| <b>Your Role</b>  |                            |
| <b>Audience Groups or Individuals you most need to influence (in order of importance)</b> | 1.<br>2.<br>3.<br>4.<br>5. |

| Self Assessment of your Current Skills  |  |
|---|--|
| Rate yourself on a Scale of 1-7 (1) Little experience or skill (7) Well developed skill |  |
| How well do you <b>prepare</b> for Presentations and Meetings?                          |  |
| How would you rate your <b>performance</b> delivering a Presentation?                   |  |
| How <b>confident</b> are you making presentations?                                      |  |
| How would you rate <b>the results</b> you get from presentations you make?              |  |

|  |   |
|--|---|
| <b>Your Strengths</b><br><i>Think about the following:</i><br>What are your strengths when enhancing <b>existing stakeholder relationships</b> ?<br>What are your strengths when building <b>new stakeholder relationships</b> ? | What do you think your strengths are as a presenter of <b>AngloGold Ashanti</b> information and ideas?                                  |
| <b>How do you develop a persuasive presentation?</b><br><i>Think about the following:</i><br>When do you start the preparation process?<br>What is your strategy?  |   |
| <b>Your Challenges</b>   | What do you think your challenges are as a presenter of <b>AngloGold Ashanti</b> information and ideas?                                 |
| <b>Types of Presentations</b>  | What types of presentations are you involved in and to whom?  |
| <b>The Value</b>   | How will this program help you in your current role and how will it help you to contribute to the success of <b>AngloGold Ashanti</b> ? |

## S.M.A.R.T Goals – Your Learning Outcomes from the Workshop

Take time to consider the outcome you want from this learning experience.

Write down your S.M.A.R.T. goal.

**Goal: “An aim or an end in mind”**

**Aim** relates to direction

**End** relates to outcome

| <b>S</b>           | <b>M</b>                           | <b>A</b>                | <b>R</b>  | <b>T</b>                         |
|--------------------|------------------------------------|-------------------------|-----------|----------------------------------|
| Specific<br>Simple | Measurable<br>Meaningful to<br>you | As if now<br>Achievable | Realistic | Timed<br>Toward what<br>you want |

**The outcome I would like to achieve from attending the Presenting to Influence workshop is:**

This image shows a blank sheet of white paper with horizontal grey ruling lines. The lines are evenly spaced and extend across the width of the page. In the bottom right corner, there is a decorative graphic consisting of several overlapping, wavy shapes in shades of light blue and teal, resembling stylized clouds or water. The overall appearance is clean and minimalist, typical of a notebook or a template for writing.

**Note: Check-in with Your 'Why' for this Goal**

**For what purpose do you want this?**

**What will you gain for lose if you have it?**

- What will happen if you get it?    What won't happen if you get it?
- What will happen if you get it?    What wont happen if you do get it?