

Name \_\_\_\_\_ City \_\_\_\_\_ (Your Hub Airport)

How did you hear about Fred Pryor Seminars?

- |  |   |
|--|---|
| <input type="checkbox"/> CareerBuilder         | <input type="checkbox"/> NSA                                    |
| <input type="checkbox"/> Craigslist            | <input type="checkbox"/> Current / Former trainer<br>Who? _____ |
| <input type="checkbox"/> Website-www.pryor.com | <input type="checkbox"/> Other _____                            |
| <input type="checkbox"/> ASTD                  |   |
| <input type="checkbox"/> Word of mouth         |   |

"

Have you ever attended a Fred Pryor or CareerTrack Seminar?

- Yes  No

Have you visited www.pryor.com?

- Yes  No

"

On a scale of 1-10 please rate your interest in this opportunity? (10 being most interested)

1      2      3      4      5      6      7      8      9      10

Are you currently incorporated (S - corp., C - corp., or LLC)?

- Yes  No

"

Can you deliver training in a language other than English?

- Yes. Please lists language(s) \_\_\_\_\_  
 No

**Mark the subject areas you feel competent to train: Please place a star by your favorite topics to train.**

**NOTE: Bold indicates Critical Needs Areas**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Supervision/Management                 | <input type="checkbox"/> Budgeting/Finance                           | <input type="checkbox"/> Microsoft Access                           |
| <input type="checkbox"/> Leadership                             | <input type="checkbox"/> Accounts Payable                            | <input type="checkbox"/> Microsoft Excel                            |
| <input type="checkbox"/> Project Management                     | <input type="checkbox"/> Collecting Accounts Receivable              | <input type="checkbox"/> Microsoft Word                             |
| <input type="checkbox"/> Health Records Mgt.                    | <input type="checkbox"/> Financial Statements                        | <input type="checkbox"/> Microsoft Office                           |
| <input type="checkbox"/> Time Management                        | <input type="checkbox"/> Inventory Control                           | <input type="checkbox"/> Microsoft PowerPoint                       |
| <input type="checkbox"/> Conflict Management                    | <input type="checkbox"/> Bargaining and Negotiating                  | <input type="checkbox"/> Microsoft Publisher                        |
| <input type="checkbox"/> Team Building                          | <input type="checkbox"/> <b>Records Retention</b>                    | <input type="checkbox"/> Microsoft Project                          |
| <input type="checkbox"/> <b>Human Resource Management</b>       | <input type="checkbox"/> Organizing & Maintaining Files<br>& Records | <input type="checkbox"/> Microsoft Exchange 2003                    |
| <input type="checkbox"/> <b>Payroll Management</b>              | <input type="checkbox"/> <b>Sales and Use Tax</b>                    | <input type="checkbox"/> Office 2007 Applications                   |
| <input type="checkbox"/> Wage & Hour Law                        | <input type="checkbox"/> Administrative Assistant<br>Essentials      | <input type="checkbox"/> <b>Microsoft Sharepoint</b>                |
| <input type="checkbox"/> <b>State &amp; Fed. Employment Law</b> | <input type="checkbox"/> Customer Service                            | <input type="checkbox"/> <b>Office Applications for the<br/>MAC</b> |
| <input type="checkbox"/> Writing Policies and Procedures        | <input type="checkbox"/> Communication                               | <input type="checkbox"/> Admin. Microsoft Windows<br>Server 2003    |
| <input type="checkbox"/> Harassment/Diversity                   | <input type="checkbox"/> Business Writing/Grammar                    | <input type="checkbox"/> SQL Server                                 |
| <input type="checkbox"/> HIPAA                                  | <input type="checkbox"/> Grant Writing                               | <input type="checkbox"/> <b>Quickbooks</b>                          |
| <input type="checkbox"/> <b>Medical Records Management</b>      | <input type="checkbox"/> Brochure Design                             | <input type="checkbox"/> PC Troubleshooting                         |
| <input type="checkbox"/> FMLA                                   | <input type="checkbox"/> Event Planning                              | <input type="checkbox"/> Adobe Photoshop                            |
| <input type="checkbox"/> OSHA & CALIF OSHA                      | <input type="checkbox"/> Sales Training                              |   |
| <input type="checkbox"/> Facilities Management                  | <input type="checkbox"/> Training the Trainer                        |   |
| <input type="checkbox"/> Managing Multiple Locations            | <input type="checkbox"/>   |   |

Do you own a laptop \_\_\_\_\_  
An LCD Projector \_\_\_\_\_  
Microphone \_\_\_\_\_  
Surge Protector/Power Strip/Heavy Duty  
Extension Cord \_\_\_\_\_