
Individual Interview Protocol CEO or Owner

Name:

Position: CEO or Owner

Main responsibilities:

[Note: Use Question 1 only if there are more than one business operating under the management umbrella.]

1. How do the sections of the (name of company) Group relate to each other? (For example, is there a single management team? How independent is each member of the group?)

2. In your opinion, what has made _____ so successful?

3. What skills do employees need to do their jobs well?

4. What are the qualities or attitudes of your "star" employees?

5. [Handout - "Skills for Success"]

In terms of the nine Skills for Success, what do you see as the training needs of employees?		
Skill	Training Needed?	How would employees' job performance be improved?
Reading		
Numeracy (Math)		
Writing		
Digital		
Problem Solving		
Communication		
Collaboration		
Adaptability		

Creativity & Innovation		
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6. In addition to the Skills for Success training that you have identified, what other training needs do you see?

Supervisors	Workers

7. How would training in those areas improve employee performance of their duties?

Supervisors	Workers

8. Is there anything you'd like to add?