

East Carolina University
Department of Human Resources

ORGANIZATIONAL DEVELOPMENT REQUEST FORM

Today's Date

Div/Dept/Unit

Contact Person:

Name:

Phone:

Address:

Email:

Expected No.# of Participants

Desired Program Date

Desired Program Time

Description of Participants (e.g. Admin. Support Staff, Technician, Management, etc.)

Please explain the issue(s) currently facing you and your group

What are the goals you have for the program?

What outcomes would you like you and your group to take away from the program?

Issues that you would specifically like addressed in your program (e.g. customer service, conflict resolution, etc.)

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RATE EACH OF THE FOLLOWING AREAS AS THEY APPLY TO YOUR GROUP

1. Each member of my group has a clear understanding of:

	<u>EXCELLENT</u>	<u>AVERAGE</u>	<u>POOR</u>	<u>D/K</u>	<u>N/A</u>
Their job description/expectations					
How well they are performing their job					
Their professional goals					
The goals of the department					
Accountability for their workload					

D/K = Do Not Know

N/A = Not Applicable

2. How well is your group currently performing with each of the following skills:

	<u>EXCELLENT</u>	<u>AVERAGE</u>	<u>POOR</u>	<u>D/K</u>	<u>N/A</u>
Communication					
Teamwork					
Respectfulness					
Time Management					
Ability to focus					
Listening					
Patience					
Problem Solving					
Punctuality					
Respect for Co-Workers					
Trust Within the Group					

D/K = Do Not Know

N/A = Not Applicable

3. Are there any specific services you would like to request? (check all that apply)

- Group Facilitation
- Educational instruction or speaker
- Assessment (e.g. True Colors/Type Indicator, Workforce Evaluation)
- Individual Coaching
- Other (please describe)

PLEASE NOTE:

A minimum advance notice of 30 business days are needed to process all requests.
Requesting Division/Department/Unit will pay for any material used to facilitate the program(s)
(e.g. assessment instruments, training manuals, etc.)

Please submit completed form by clicking on the "Print" or "Submit" icons located at the top of page 1:

Printed submissions can be mailed or faxed to:
Employee Relations Staff Development Unit
ATTN: Kellen Mills
Mail Stop 205
210 East First Street
(252) 328-9896 phone (252) 328-9917 Fax