

Who really owns the issue—eg a particular line manager, the CEO, the HR person?—see also Miller Heimann: who is the How many people work for it and, what is the turnover over Who heads up HR or Learning and Development and who is Who are the key people with responsibilities for training and Do you have a budget for tackling this issue, if so what is it? When do you finalise your training budget during the year? Does you company have any key business goals you can Who else in the company might be interested in what we What is its position in the market place: eg a leader, What exactly does your company do? Is it currently staff—ie how are you managing your talent? What is the structure of the company—could Would I be able to meet them at some time? Where are your people mainly based, How did you hear of MLA? number two, a newcomer? have an organisation chart? Sample Questions Why are we here? geographically? development? profitable? customer? their boss? information, to understand opportunity you are facing Keep your questioning short Seek hard facts, and soft the background and the but thorough S=Situation

PROBLEM Gaps in performance, quality or relationships (repeated probe from previous question) How have you arrived at these gaps (one person said, you observed, multiple leaders said, is it from training need analysis , is it a problem diagnosed at company level , has it come from a customer / consumer/ partner / senior leader) / iii. Validate the source of problem and try and rationalise it (percentage on customer score, talent engagement score, performance index, documented observations, result of a team hurdle). It will be good to record the name of the person who has articulated the problem statement, metrics **Implication** How has this problem impacted the business (ex increase in cost, decrease in revenue, opportunity lost, brand tarnished, attrition, low morale, reduced customer satisfaction, conflict, low internal service, wastage of time, money, bandwidth)

i.	Who are the target audience
ii.	Job Profile (understand how they contribute to Basic Human Need : try and take a simplified approach to how they serve this world)
iii.	Age , Qualification – (grade of collegesA or B or C), Experience in years
iv.	Span of control (do they lead people , or , are individual contributors)
- v. V	What is the current state VS desired state (expectations- knowledge, skills, attitude, habit)
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S=Situation

Seek hard facts, and soft information, to understand the background and the opportunity you are facing

Keep your questioning short but thorough

Sample Questions

- How did you hear of MLA?
- Why are we here?
- Who really owns the issue—eg a particular line manager. the CEO, the HR person?—see also Miller Heimann: who is the customer?
- What exactly does your company do? Is it currently profitable?
- · What is its position in the market place: eg a leader, number two, a newcomer?
- How many people work for it and what is the turnover over staff—ie how are you managing your talent?
- Where are your people mainly based, geographically?
- What is the structure of the company-could | have an organisation chart?
- Does you company have any key business goals you can share?
- Who heads up HR or Learning and Development and who is
- Who are the key people with responsibilities for training and development?
- Would I be able to meet them at some time?
- Do you have a budget for tackling this issue, if so what is it?
- When do you finalise your training budget during the year?
- Who else in the company might be interested in what we

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Gaps in performance, quality or relationships (repeated probe from previous question) A WMMM, NOW TO J Approach.
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