

**Form WWW M-II - Information for the
Preparation of Effective
Motivation/Team Bonding Program
For Productivity**

This cage is for Official use only



1. Name of the organization/company:
2. Name of the Head/Director:
3. Address:
4. Telephone:
5. Contact Person and Title: Mobile Contact & Email:

1. The reason for organizing this program _____
- 1.1 To persuade the staff to work effectively _____
- 1.2 My staff is effective already but they should be motivated to do more _____
- 1.3 There is growing trend of losing the inter relationship between the staff members _____

(If yes, please brief)

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1.4 Any other reasons, please brief

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1.5 Are there any other reasons unique to your organization?

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1.6 In what language do you prefer us to conduct the training?

Sinhala English Both/mixed

1.7 How many members of your staff are you going to participate in this programme?

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1.8 Depending on the gender, numbers in each gender group? (Please specify in numbers)

Male Female

1.9 Duration of the training programme as you suggest...

1.9.1 One Day Two Day(One Night) Three Day(Two Nights)
1.9.2 Your suggestion

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Composition of your staff

- 1.1 Executives _____
- 1.2 Non Executives _____
- 1.3 Contracted employees _____
- 1.4 Drivers _____
- 1.5 _____
- 1.6 _____

3. Would you like to organize a “Camp Fire”? YES NO

4. The Location for the Training:

- Preferred location
 - Outbound Camp in a remote area _____
 - Urban Hotel where Auditorium facilities available _____
 - A Resort close to a place where Nature related Activities can be performed
 - Any other suggestions
- Do you wish us to organize trainee food & accommodation?
- Or would organize the location & food with beverages yourself? [Will be cost effective, of course]

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4 Are there any conflicts within your staff members based on POLITICS, RELIGION Or ANY OTHER BELIEF (if so, please brief)

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5 Any other comments or suggestions

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Please attach more sheets if you need to explain more...

.Please complete this form and send to one of the following

Attn. Sarath Walisundara
Fax 011 2 897417
Mobile – 071 5676202

Nayana Wickramasinghe
Email nayana@wildworldwatch.com
info@wildworldwatch.com
Mobile – 071 5852337