

Mort Harris Recreation and Fitness Center Needs Assessment Form

Thank you for taking an interest in our Team Building Programs! Our goal here is to tailor every program to the particular needs of each group. The following questions will assist us in assessing how to meet the goals of your particular group. To ensure a well-prepared program, please complete this form and return it to the Mort Harris Recreation and Fitness Center.

Please describe your organization and its mission:

Why is your group taking the time to spend a day at the Mort Harris Recreation and Fitness Center Team Building Program?

Please bubble at least three elements that you consider to be vital areas of improvement for your group. Also, please check the box of at least three elements that you consider to be strengths of your group:

Communication	Effective Feedback	Peer Respect
Confidence	Exploring Diversity	Problem Solving Skills
Conflict Resolution	Group Consensus	Team Spirit
Cooperation	Group Focus	Teamwork
Coordination	Innovation	Timing
Creativity	Management	Trust Building
Decision Making	Motivation	Visualization

Given the elements that you have circled, please describe how and why each of the three goals is important to your group:

On the following scale, the focus of the day should be:

1	2	3	4	5
Having fun				Dedicated to achieving the above goals

On the following scale, the members of your group:

1	2	3	4	5
Do not know each other				Know each other very well

In regards to your group, what will be the most challenging aspect of the day for us as staff?

Please describe the composition of your group:

Event Coordinator's Contact Information

Name of Organization: _____ Date: _____

Name of Coordinator: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ - _____

E-mail _____

Emergency Contact Information

Name: _____ Relation: _____

Phone: (_____) _____ - _____