

CLIENT PROFILE

Name:	Date:
Address:	Postal Code:
Telephone:	Work:
Cell:	Email:
Occupation:	Employer:

Nature of Enquiry

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Group Training/ Workshop | <input type="checkbox"/> IITTI Prep | <input type="checkbox"/> Professional Dress Uniform/Policy |
| <input type="checkbox"/> Personal/ Individual Coaching/ Consulting | | <input type="checkbox"/> Staff Appreciation |

Group Training Number: <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Both
How did you hear about our services?
Reason for enquiring about our services?
Expectations: What would you like to accomplish/ see happen as a result of this program?
What areas do you feel you need help? Why?
Have you had any coaching or training in these areas before?
Age / Age Range:
Would you like high quality take home resource material to be included for each participant?
Are you interested in designing a follow-up program and/or one-to-one, post-workshop consultations to enhance the long-term effectiveness of this program?

Individual Training
How did you hear about our services?
Reason for enquiring about our services?
Expectations: What would you like to accomplish/ see happen as a result of this program?
What areas do you feel you need help? Why?
What would you like to be doing 3- 5 years from now? What would be different from you life now?

Have you had any coaching or training in these areas before?
If so, what was the result?
Please describe your lifestyle. Career, Home, Hobbies, Social, Etc...
If someone were to describe your image what would they say?
How would you describe your personality?
How would you like to be perceived? Describe the image you would like to have.
Whose image do you admire? (<i>Celebrity, Friend, Media, Co-worker, etc.</i>)
Is fashion important to you?
Are you in the public eye?

The following section is to determine how we might help you. Please indicate which skills and topics you are confident with, which skills and topics you are not confident with and which topics you would like to include in your training:

	Confident		Explain	Topics of Interest
	Yes	No		
Prep for IITTI International Business Etiquette Certification www.iitti.org				
Business/ Social Introductions and greetings				
Appropriate Handshakes				
Interacting appropriately with clients & co-workers				
Telephone and electronic etiquette				
Do's and Don'ts of networking				
Roles and protocol for business				

meetings				
Etiquette: Social Settings				

	Confident			
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Dining Etiquette	Yes	No	Explain	Topic of Interest
Host and guest duties				
Place settings, napkins and seating				
Ordering Food & Wine				
Eating difficult foods				
American and Continental dining styles				
Table manners				
Formal vs. Informal dining				
Discussing business at a meal				
Paying the Bill and Gratuities				

	Confident			
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Business Dress & Appearance	Yes	No	Explain	Topic of Interest
I know my most flattering colours				
I know my most flattering styles				
I can plan a wardrobe based on desired perception				
Image-makers and image breakers				
Understand guidelines for Formal to Casual Business Dress				
Appropriate Make-up, hair and grooming				

Shopping for business attire				
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Confident

Personal Dress & Appearance	Yes	No	Explain	Topic of Interest
Know my most flattering colours				
I know my most flattering styles				
Plan a wardrobe/ appearance based on desired perception				
Image-makers and image breakers				
Planning a wardrobe based on personality and lifestyle				
Guidelines for clothing fit				
Appropriate Make-up, hair, grooming & skincare				
Applying my make-up				
Shopping for clothing and accessories				

Confident

Communication	Yes	No	Explain	Topic of Interest
Mannerisms/ Posture/ Body Language				
Vocal communication				
Delivering a speech or presentation				
Job Interview Skills				

Additional Information for Communication Coaching/ Training

Communication: Do you have a presentation or speech that you would like be coached on?
When?

Additional Information for Personal Appearance Coaching/ Training

Lifestyle Activities	What you would normally wear	How you would like to be perceived

Based on your answers above and the way you would like to be perceived, Do you feel you are dressing effectively? Explain:

How can we help you?

Based on your answers to the sections and questions above, how do you feel we can best help you?

- What Colours Look Best on me
- Personal Dressing Strategies
- Wardrobe Planning
- Personal Shopping
- Grooming
- Business Attire
- Job Interview Skills
- Social and business etiquette
- Body Language/ Mannerisms
- Confidence Self Esteem
- Make-up and/or Hair
- Other _____

What needs to happen in order for our work together to be successful for you?
Timeframe – When would you like to start? Do you have a deadline for completion?

Budget for Personal / Professional Development:
Additional Budget for Personal Shopping:
Anything else that might help us serve you better?