



LEADERSKILLS™ PRESENTATIONS FREQUENTLY ASKED QUESTIONS

Q. Who should participate in the LeaderSkills™ Presentations?

A. That will be determined largely by the presentation topic. You should identify those individuals within your organization that would benefit from receiving the training on the topic to be presented.

Q. How can we get the most value out of these presentations for our company?

A. The presentations are scheduled to last for one hour. We recommend you schedule an extra half an hour after the presentation is over to discuss the topic among those who participated. Specifically, the group would discuss how they might implement information that was learned in the presentation within your company.

Q. Will we have phone charges for connecting to the presentation?

A. No. You will connect to the presentation on a toll-free #800 number.

Q. How long will each LeaderSkills™ Presentation last?

A. All of the presentations will last for approximately one hour. The presentation portion will last approximately 45 minutes followed by 15 minutes of questions and answers. All of the presentations will begin at 9:00am Mountain Time.

Q. We have multiple offices. Do we need to register each office separately?

A. No. You only need to register your organization. However, there is an additional fee of \$50 per phone line. Based on the pricing you may need to purchase additional phone lines. For example, let's say you have three offices. If you pay for five or more employees, the cost is \$125 and includes two phone lines. You would need to purchase one additional phone line at \$50 for your third office.

Q. Is there a schedule somewhere that lists future presentation dates and topics?

A. Yes. Please visit our website at www.azworld.com. Choose the *LeaderSkills™ Presentations* option from the drop-down list under the *Count on Us* option.

Q. How do we register for a presentation?

- A. Download the registration form from our website at www.azworld.com. Choose the *LeaderSkills™ Presentations* option from the drop-down list under the *Count on Us* option. You'll find upcoming presentations topics and dates, with a registration form next to each date. Or email Irene Bushnell at ibushnell@azworld.com.

Q. How many employees can participate?

- A. You can have as many employees participate as you like. The cost for participating is on a graduated scale based on how many employees are participating.

- 1-2 employees, one phone line \$ 75
- 3-4 employees, one phone line \$ 100
- 5 or more employees, two phone lines \$ 125
- Additional phone lines \$ 50 per line

Q. I noticed the same presentation is scheduled on two different dates. Can we have some employees participate on the first date and other employees participate on the second date?

- A. Yes, based on the price option you choose from above. If you paid for five or more employees, you are allowed to participate in the presentation with up to two phone lines. You could use one of your phone lines to participate in the first date and the other phone line for the second date. If you paid for less than five employees, you would need to purchase the additional phone line for the second presentation date.

Q. How will we find out about future presentations?

- A. Any organization that participates in a presentation may automatically receive email announcements of future presentations and dates. If you would like to be added to the list to receive these email updates, please contact Irene Bushnell at ibushnell@azworld.com.

Q. If I have additional questions, who should I contact?

- A. Please contact Irene Bushnell or Kevin Kelley at 406-442-1040. Or email Irene at ibushnell@azworld.com, and Kevin at kkelley@azworld.com.