

Dale Carnegie Course®

Information Sheet

Pos _____ HL _____

F _____ Ch _____ Ag _____ Ed _____

Resp _____ Chalg _____

TC _____

Name: _____ Company: _____

I. Before an application for enrollment in a Dale Carnegie Course is made, and before the enrollment is accepted, there must exist in the mind of the applicant:

1. **A clear-cut purpose for taking the course.**
2. **An understanding of what the course can and cannot do.**
3. **How and why it works.**
4. **What is required of the applicant.**

II. Below are listed some of the benefits of the Dale Carnegie Course®. Although all of these are included in the course, please check the three that would be most helpful to you right now.

- 1. **Develop Greater Self-confidence** – Improve your effectiveness and assertiveness, a greater belief in yourself and your own abilities, set and achieve meaningful goals.
- 2. **Improve Interpersonal Skills** – Build win-win relationships through effective human relations skills, become a better listener, interact more effectively with others.
- 3. **Communicate More Effectively** – Get your ideas across quickly and accurately, be clear and concise. Be a better listener.
- 4. **Develop More Effective Leadership Abilities** – Motivate and inspire people, build effective work teams, develop pro-active problem solving and conflict resolution skills, get better results from meetings.
- 5. **Sell Myself and My Ideas** – Increase your enthusiasm, become more convincing and persuasive.
- 6. **Reduce Stress and Worry** – Expand your ability to respond to problems, challenges and people; think constructively, control your attitude, work well under pressure.
- 7. **Control Fear of Audience** – Think and speak on your feet, improve your poise and comfort level, be more dynamic, confident, and credible.
- 8. **Widen My Horizons** – Gain new interests and friends, and get more enjoyment out of life.
- 9. **Other:** _____

The three most important areas to me at this time in order of importance are:

1. _____ 2. _____ 3. _____

III. By gaining the benefits chosen above, you will be able to: (*check the one objective listed below that is most important to you now.*)

- _____ Be more effective in my position _____ Increase participation in social, civic or church activities
- _____ Establish and achieve personal goals _____ Other _____
- _____ Solve problems _____

IV. If you were able to accomplish the above, what would this mean to you personally?
