

Pre Questionnaire Application for WBCA Accredited Coordinator



Personal details

Title	Ms/Miss/Mrs	Surname		First Name	
Address					
Suburb		State		Postcode	
Phone		Mobile		Email	

Related Skills and Experiences

Interests, hobbies, achievements, etc.

Additional Information (optional)

Referees

Name	Address	Relationship	Telephone Number

Please complete the following self evaluation form

Please don't be put off by our questions they are designed to help us evaluate training needs as well as your existing skills.

1st - In column 1 Rate your skills and experiences from 1 – 10 with 1-being lowest and 10 being highest

2nd Rate the importance of this skill for a WBCA coordinator

	1	2
Communication Skills To speak and write effectively while working with others		
Negotiation Skills To mediate and encourage participation between involved parties		
Perception Skills To utilise insight and awareness when evaluating		
Adaptability The ability to adjust accordingly to the changing conditions of the environment or situation		
Presentation Skills To design an implement effective communications including print media oral and written to several people		
Facilitation To guide a group of people to consensus or agreement		
Self Direction and motivation Purposely work toward an independently determine goal with self induced inspiration		
Goal setting ability – The ability to evaluate and set goals		
Time Management- maintain effective time management practices		
Business Experience – relevant business experience		
Computer Skills		
Desire to grow professionally and personally		
Desire to Empower others		
Ability to develop positive relationships with a diverse range of people		
Please note completion of pre questionnaire application does not guarantee a place in accredited training course.		
We will be in touch once your application has been processed.		