



General Inquiry Form

Interventions are planned measures designed and developed to overcome job-related challenges. They can be instructional or non-instructional. Such challenges may affect job performance related to individual, group or organizational objectives. Below is a list of interventions provided by OED. If you are facing departmental challenges or need help taking advantage of opportunities to excel, we are here to help. Start by selecting the services you're interested in (check all that apply) then complete the form and e-mail it to oed@wayne.edu or drop it off at our office. We will contact you to discuss your needs in further detail.

Organizational Development

- Process Improvement**
 - Department Orientation
 - Strategic Planning
 - Analysis
 - Problem Identification
 - Problem Solving
 - Decision Making
 - Process Mapping
 - Team Building Strategies
 - Change Management
- Survey & Assessment**
 - Culture
 - Satisfaction
 - Engagement
 - S.W.O.T.
 - Leadership 360
 - Employee Attitudes

Employee Development

- Performance Improvement**
 - Performance Management
 - Skill Gap Analysis
 - Competency Development
- Talent Management**
 - Performance Management
 - Career Development
 - Succession Planning
 - Leadership
- Training**
 - Needs Assessment
 - Design & Delivery Consultation
 - Program Evaluation
 - Train the Trainer

About the Client

Your Name:	<input type="text"/>	Topic/Subject:	<input type="text"/>
Department:	<input type="text"/>	Desired Intervention Date:	<input type="text"/>
Office Number:	<input type="text"/>	Additional Contact Name:	<input type="text"/>
Email Address:	<input type="text"/>	Contact Office Number:	<input type="text"/>
		Available Funding:	<input type="text"/>

About Your Audience

Approximate number of employees influenced by this intervention:

Audience Characteristics (check all that apply):

- No prior knowledge of the topic/subject
- Some knowledge of the topic/subject
- Are uncomfortable using technology
- Are generally self-directed
- Are new WSU Employees
- Are exiting WSU Employees
- Are Supervisors, Managers or Directors

Other Characteristics:

About the Intervention

Will this intervention be: University-Wide Unit-Specific Individual-Specific I don't know

Will this intervention be: a Change in System(s) a Change in Policy Neither of these I don't know

Opportunity or Challenge

*What do you see as the problem your department is facing?
What are the reasons why you are requesting assistance?*

Desired Outcome

What do you want your audience to be able to do at the end of this intervention? What changes to you wish to see?

What have you tried?

If this is your first intervention please indicate so. Tell us what you have tried and why it was successful/unsuccessful.

Special Requirements

Are there any specific requirements or restrictions you would like us to know about?

Consequences

What are the consequences if this intervention does not take place?

Cost Benefits

What cost benefits or R.O.I. might your S/C/D gain through this intervention?

University Goals

How would this intervention help you align your S/C/D goals with the University Goals?

This request is subject to approval. It does not automatically grant your request.

OED use only. Do not write in this box.

Request Date:

Initial Meeting Date:

Approved

Project Assigned To:

Pending

Referred To: