

Research/Planning Worksheet

Presenting Apprenticeship as a Workforce Solution

Company Name _____

Owner's Name (if applicable) _____

Decision Maker's Name _____

Does it have an HR department? _____

Type of business/industry _____

Company history _____

Number of employees at this site _____ Total number of employees in company _____

Name(s) of other sites/locations _____

What does the company brand represent? What do they value? _____

Recent trends in industry _____

What question will you ask during initial call/meeting? _____

Key points to bring up to show you've done your homework _____
