**CEO/DIRECTOR SCHEDULE**

**Introduction**

1. Can you tell me what your current job involves?
2. How long have you been employed:
3. In your current role?
4. In the company?
5. Approximately how many employees are there currently employed in your company?

**Company Overview**

1. Can you briefly describe your firm’s strategy and activities?
2. If part of a larger company or multinational organisation, how much autonomy or discretion does your unit have in deciding its strategy?
3. What do you think are the key influences that affect what the company does? (Examples: Headquarters strategy and direction, competitive/ market dynamics, environmental or institutional influences?)

**National Business Environment**

1. What do you think of the current national business environment?
2. How do you think that it affects:
   1. The sector in general terms?
   2. The company’s strategy and operations?
3. Does your company engage with external organisations, agencies, funding programmes or networks in pursuing its strategy? Which ones?
4. What is the nature of the involvement with these organisations/programmes/networks?
5. What is its significance or impact for the company’s strategy?
6. Is the company a member of an industry or business association (local or national)? If so how is this significant, if it all, for the company’s strategy and operations?
7. Are the Government, Universities and external agencies making this an attractive sector to work in?
8. What opportunities are there for skills and career development in this sector?

**Knowledge creation, sharing and transfer**

1. Can you tell me about the number of new products or services that have been developed in:
   1. The last year?
   2. The last three years?
2. How do you encourage the development and sharing of new ideas and knowledge within the organisation?
3. What is the role of external contacts/networks in the generation of new ideas and the sharing of knowledge?

**Management Issues**

1. From a General Management perspective, what are the key people challenges in your organisation?
2. Could you tell me the number of people assigned to R & D?
3. What percentage of your budget goes to R & D?

**Your own career**

1. Can you tell me a little about your qualifications and when and where these were obtained?
2. Considering your education, to what extent does your current position utilise the knowledge that you have acquired?
3. In the last year, what training and development have you engaged in?
4. How satisfied are you with your career at present?
5. What factors would encourage you to:
   1. Stay with this organisation?
   2. Leave the organisation?