# Unit 17 Presentation Skills

# Presentation Evaluation for Trainers (note taking sheet)

The trainer should use this document to take notes on the presentations of each trainee.

Name of Presenter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Knowledge of Topic:

* Spoke about topic knowledgably.
* Particularly good explanation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Need to improve knowledge of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not enough presentation of information to assess how much the presenter knows.

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1. Visuals:

* Good use of visual aids.
* Spoke to and explained visual aids well.
* Did not explain visual aid. Insufficient presentation materials or visual aids.
* The presentation would have been better if you could have had a visual aid that addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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1. Ability to Speak with Confidence on the Topic:

* Good ability to speak with confidence.
* Need to gain confidence in speaking.
* Strong presence.
* Weak presence.
* Spoke too softly for the audience to understand.
* Spoke too quickly for the audience to understand.

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1. Ability to Answer Questions:

* Good ability to respond to audience questions.
* Need to master the key messages for better responses to audience questions.
* Needs to address questions that were earlier set aside.
* Need to respond correctly to all questions asked.
* When the audience answers a question incorrectly, make sure you correct them right away so as not to leave anyone with misconceptions.

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1. Control of the Audience:

* Good eye contact.
* Good interaction with the audience.
* Need to improve eye contact with the audience.
* Need to gain confidence for improved rapport with the audience.

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1. Flow of Presentation:

* Good introduction.
* Good conclusion.
* Good pacing.
* Good use of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Need to rework the introduction to focus the audience on your message.
* Insufficient information in the presentation for assessment.
* Need to rework the conclusion.

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1. Terms Used Correctly:

* Clear use of terms.
* Unclear use of terms, such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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**Additional items the presenter should work on:**

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