

EVALUATION GUIDE FOR AN EDUCATIONAL

PRESENTER'S NAME

EDUCATIONAL EDUCATIONAL SERIES

EVALUATOR DATE

(eg Better Speaker, Success Leadership)

EVENT VENUE/LOCATION

AUDIENCE TYPE

AUDIENCE SIZE

SCHEDULED LENGTH

(eg Club Meeting, Training, Conference) (eg Club Members, Officers, Public) (minutes)

Note to the Evaluator: *This is a generic evaluation form, designed to suit any educational from any of the Toastmasters Educational Series. The questions below are a guide only, and in discussion with the presenter prior to presentation, you may have other areas you will want to make comment on. The essence of the evaluation guide is to identify – if possible – the objectives of the educational, and then evaluate the effectiveness of the presentation with respect to these objectives*

- Did the presenter outline the objectives of the educational? If so, please write down your understanding of what the objectives were.

- Comment on the suitability and layout of the room. Was a 'climate' created in keeping with the requirements of the educational?

- To what extent did the presenter establish an understanding of the audience's learning needs and prior knowledge on the educational topic?

- Comment on the presenter's interaction with/involvement of the audience.

- Were audio or visual aids used in the presentation? How effective were they?

- Did the presenter personalise the script of the educational to his/her own experiences and/or the needs of the audience? How effective was that?

Comment also on the level of energy and dynamism injected into the script.

- How well did the presenter manage time during his/her presentation?
- What would you say are the presenter's strengths when presenting educational?
- What two or three specific suggestions would you make to help the presenter improve his/her technique and educational effectiveness?
- How well do you think the presenter fulfilled the objectives you wrote down above? (You may like to include comment on your perception of the audience feedback to the presentation).