

Evaluation Guide for an Educational

(following two pages)

Notes:

- This Evaluation Guide for Toastmasters Educational is designed to be either pulled out from the centre of this booklet, or left in here, for photocopying.
- This is a generic evaluation form, designed to suit any educational from any of the Toastmasters Educational Series.
- The questions listed 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 the objectives.
- NB: Some educational now have an evaluation guide supplied with them from WHQ. Noticed so far:
 - Better Speaker Series: *Using Body Language*
 - High Performance LeadershipExpect more to follow.

EVALUATION

GUIDE FOR AN EDUCATIONAL

PRESENTER'S NAME	EDUCATIONAL	EDUCATIONAL SERIES <i>(eg Better Speaker, Success Leadership)</i>	EVALUATOR	DATE
EVENT <i>(eg Club Meeting, Training, Conference)</i>	VENUE/LOCATION	AUDIENCE TYPE <i>(eg Club Members, Officers, Public)</i>	AUDIENCE SIZE	SCHEDULED LENGTH <i>(minutes)</i>

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 the 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” set 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 topic of the educational?
- 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?
- 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 include comment on your perception of the audience feedback to the presentation).