

Presentation Assessment

SE Name _____

Manager Name _____

The Beginning – Composure

Open

- + - Open To Audience
- + - Weight Balanced
- + - Arms, Hands & Knees Relaxed

Focus

- + - Gather Thoughts / Silence
- + - Breathing & Pace
- + - Remove Filler & Clichés

Connection

- + - Conversations with individuals
- + - One thought per sentence
- + - Eye Contact

The Delivery – Energy

Movement

- + - Motion with purpose
- + - Motion for attention
- + - Look ; Move ; Stop

Gestures

- + - Natural Arm Position at Rest
- + - Balance of Gestures
- + - Avoid Fidget/Clasp/Point

Animation

- + - Smile
- + - Vary VSP (Volume, Speed, Pitch)
- + - Arms, Hands & Knees Relaxed

The Preparation – Planning

Opening

- + - Entry (how it started)
- + - Position (why I'm here)
- + - Action (what we're going to do)
- + - Benefits (why you care)

Presentation Assessment

Organization

- + - Preview
- + - WWHFFY (Discovery Review)
- + - Powerful Ideas / Key Points
- + - Transitions

Closing

- + - Position
- + - Benefits
- + - Action Required
- + - Exit & Wrap

The Result – Impact

Audience Engagement

- + - Stories & Internalization
- + - Interaction 2-Way
- + - Humor & Engagement

Visuals

- + - Quantity
- + - Relevance & Quality
- + - Use (No Bullets etc)

Discovery (attach Key Issues Worksheet to this form)

Key Issues Worksheet

- + - Prioritized Key Issues
- + - Problem & Results Evidence
- + - Problem & Results Impact
- + - Timing
- + - Budget

What Went Well / Areas To Improve

Presentation Assessment

Explanation Of Assessment Sheet

Use for basic scoring of skill.

+	Excellent ; Strong and appropriate usage of this skill
O	Acceptable : uses this skill
-	Needs improvement. Does use skill or is used inappropriately

In the boxes next to the scoring, cite specific examples of behavior that point out and support the +/O/- ratings as feedback to the presenter.

Notes:

You can change the individual measurement items within each section to fit your particular industry. (Some clients have re-arranged the sections themselves to more closely resemble the different stages of a sales call and the preparation required. So they may place Discovery first and Delivery last.