1.8d Personal Coaching and Feedback Sheet for Presenters

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| PRESENTATION QUALITIES | POSITIVES | OPPORTUNITIES FOR GROWTH |
| APPEARANCE |  |  |
| EYE CONTACT |  |  |
| POSTURE AND GESTURES |  |  |
| FACIAL EXPRESSIONS |  |  |
| LANGUAGE |  |  |
| PAUSING |  |  |
| VOCAL VERSATILITY/  VOICE (INFLECTION) |  |  |
| ARTICULATION (EASY TO HEAR AND UNDERSTAND) |  |  |
| ORGANIZATION OF IDEAS |  |  |
| LISTENER ENGAGEMENT |  |  |
| HUMOR |  |  |
| APPROPRIATE TO AUDIENCE |  |  |
| OVERALL COMMENTS |  |  |

The Feedback Process:

1. Start with strengths and positives: what were some things that are great as is and should be repeated?
2. Share opportunities for growth: What are some specific things that could get better?
3. End with strengths and positives: End with one more positive observation.