

How to Fearlessly Give an Effective Evaluation

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Attitude

It's about the speaker and the audience

A good evaluation is motivational and educational

Expertise

Increase your expertise – Study the Champs and evaluate every speech

Darren LaCroix's 2 types of evaluations – Feelings and Coaching

Notes (See next page)

Mostly borrowed from Lance Miller, 2005 WCPS

Delivery (the formula)

1. "Mr. GE, fellow TMs, and especially <speaker>."
2. "What I liked best about your speech was ..."
 - a. Elaborate - Why this is important
 - b. Two or three other positive observations
3. "May I suggest ..." (future looking statement)
 - a. One suggestion for improvement
 - i. How to improve
 - b. One more suggestion (Optional)
4. "Remember ..."
 - a. Mention the best thing
 - b. "I look forward to your next speech. Mr. GE."

Notes

Speaker, Date

Title, Project

Observations during the speech about anything: eye contact, vocal variety, gestures, stage usage, facial expressions, word choice, projection, visual aids, humor, stories, notes, pauses, comfort, opening, closing, etc.

“The exact words of the opening”

Notes on speech content

Point 1

Point 2

Point 3

“The exact words of the closing”

Either notes for my upcoming evaluation or ...

Notes during someone else's evaluation