

Evaluation Form Meetings

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Assessor:

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Team:

IT1B

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AS CHAIRMAN...	Demonstrated	Remarks / Illustration
	:	
	Yes_No	
1. Prepares meeting well	X 0 0	
2. Provides clear structure to meeting	X 0 0	
3. Introduces agenda items clearly	0 X 0	
0 Rounds of agenda items with a clear conclusion	X 0 0	
0 Makes sure every participant has a chance to speak (out)	X 0 0	
1 Slows down frequent, or long speakers if necessary	0 X 0	
2 Maintains eye contact	0 X 0	
3 Is aware of body language of participants	0 X 0	
4 Speaks in a clear and convincing manner	X 0 0	
5 Monitors agenda and keeps participants on topic	0 X 0	
6 Keeps an eye on time	0 0 X 0	
7 Listens to what others has to say	X 0 0	
8 Summarises contribution of participants in a clear way	0 X 0	
9 Asks for clarification if necessary	0 X 0	
10 Gives participants the feeling they are in a useful meeting/their contribution is useful	0 X 0	
11 Makes sure the atmosphere of the meeting is a pleasant one	X 0 0	
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As participant...		
12 Prepares meeting well	X 0 0	
13 Is actively involved in the meeting	0 X 0	
14 Applies non-verbal communication in a functional way	0 X 0	
15 Respects the agenda	X 0 0	
16 Makes a point of order if necessary	X 0 0	
17 Listens carefully to what others have to say	X 0 0	
18 Makes sure/checks what others say is well interpreted	0 X 0	
19 Is aware of body language of the participants	0 X 0	

20 Expresses his/her points concisely and clearly	X O O O
21 Manages to make his/her point / exercise influence / get his/her way	O X O O
22 Convincs the others with arguments	O X O O
23 Contributes to a good atmosphere	X O O O
24 Contributes to a good result	O X O O