

Evaluation Form Meetings

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Assessor: Ai Nguyen

Team: B

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AS CHAIRMAN...	Demonstrated	Remarks / Illustration
	:	
	Yes_No	
1. Prepares meeting well	✓ 000	
2. Provides clear structure to meeting	✓ 000	
3. Introduces agenda items clearly	✓ 000	
0 Rounds of agenda items with a clear conclusion	✓ 000	
0 Makes sure every participant has a chance to speak (out)	✓ 000	
1 Slows down frequent, or long speakers if necessary	✓ 000	
2 Maintains eye contact	0 ✓ 00	
3 Is aware of body language of participants	0 ✓ 00	
4 Speaks in a clear and convincing manner	✓ 000	
5 Monitors agenda and keeps participants on topic	✓ 000	
6 Keeps an eye on time	✓ 000	
7 Listens to what others has to say	✓ 000	
8 Summarises contribution of participants in a clear way	✓ 000	
9 Asks for clarification if necessary	✓ 000	
10 Gives participants the feeling they are in a useful meeting/their contribution is useful	✓ 000	
11 Makes sure the atmosphere of the meeting is a pleasant one	✓ 000	
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As participant...		
12 Prepares meeting well	0 000	
13 Is actively involved in the meeting	0 000	
14 Applies non-verbal communication in a functional way	0 000	
15 Respects the agenda	0 000	
16 Makes a point of order if necessary	0 000	
17 Listens carefully to what others have to say	0 000	
18 Makes sure/checks what others say is well interpreted	0 000	
19 Is aware of body language of the participants	0 000	

20 Expresses his/her points concisely and clearly	0 0 0
21 Manages to make his/her point / exercise influence / get his/her way	0 0 0
22 Convincs the others with arguments	0 0 0
23 Contributes to a good atmosphere	0 0 0
24 Contributes to a good result	0 0 0