Evaluation Form Meetings

Student: Assessor: Nemess Oliver Team: A Date: 2025.05.14 AS CHAIRMAN Demonstrated Remarks / Illustration: Yes_No 1. Prepares meeting well 0x00 2. Provides clear structure to meeting 0x00 3. Introduces agenda items clearly 0x00 0. Rounds of agenda items with a clear 0x00 0. Makes sure every participant has a chance to speak (out) 1. Slows down frequent, or long speakers if x000 mecessary 2. Maintains eye contact 0x00 3. Is aware of body language of participants 0x00 4. Speaks in a clear and convincing manner x000 5. Monitors agenda and keeps participants 0x00 7. Listens to what others has to say x000 8. Summarises contribution of participants in a clear way y9 9. Asks for clarification if necessary 0x00 10. Gives participants the feeling they are in a useful meeting/their contribution is useful 11. Makes sure the atmosphere of the meeting is a pleasant one As participant 12. Prepares meeting well x000 13. Is actively involved in the meeting 0x00 14. Applies non-verbal communication in a functional way 15. Respects the agenda x000 16. Makes a point of order if necessary 0x00 17. Listens carefully to what others have to xay 18. Makes sure/checks what others say is well interpreted 19. Is aware of body language of the participants.						
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Information Technology - 2024-2025 - Professional Skills

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