

# EVALUATION FORM

## Lessons Learned

Member Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Speech Length: 5 – 7 minutes

**Speech Title**

### Purpose Statements

- The purpose of this project is for the member to learn about and apply the skills needed to run a lessons learned meeting during a project or after its completion.
- The purpose of this speech is for the member to share some aspect of his or her leadership experience and the impact of a lessons learned meeting.

### Notes for the Evaluator

During the completion of this project, the member:

- Worked with a team to complete a project
- Met with his or her team on many occasions, most recently to facilitate lessons learned meeting. This meeting may occur during the course of the project or at its culmination.

About this speech:

- The member will deliver a well-organized speech.
- The member may choose to speak about an aspect of the lessons learned meeting, his or her experience as a leader, the impact of leading a team, or any other topic that he or she feels is appropriate.
- The speech must relate in some way to the member's experience as a leader.
- The speech may be humorous, informational, or any other style the member chooses. The topic should support the style the member has selected.
- The speech should not be a report on the content of the "Lessons Learned" project.

### General Comments

You excelled at:

You may want to work on:

To challenge yourself:



For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

<b>Clarity:</b> Spoken language is clear and is easily understood  5                      4                      3                      2                      1	Comment:
<b>Vocal Variety:</b> Uses tone, speed, and volume as tools  5                      4                      3                      2                      1	Comment:
<b>Eye Contact:</b> Effectively uses eye contact to engage audience  5                      4                      3                      2                      1	Comment:
<b>Gestures:</b> Uses physical gestures effectively  5                      4                      3                      2                      1	Comment:
<b>Audience Awareness:</b> Demonstrates awareness of audience engagement and needs  5                      4                      3                      2                      1	Comment:
<b>Comfort Level:</b> Appears comfortable with the audience  5                      4                      3                      2                      1	Comment:
<b>Interest:</b> Engages audience with interesting, well-constructed content  5                      4                      3                      2                      1	Comment:
<b>Topic:</b> Shares some aspect of experience as a leader and the impact of the lessons learned meeting  5                      4                      3                      2                      1	Comment:

# EVALUATION CRITERIA

## Lessons Learned

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

### Clarity

- 5 – Is an exemplary public speaker who is always understood
- 4 – Excels at communicating using the spoken word
- 3 – Spoken language is clear and is easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 1 – Spoken language is unclear or not easily understood

### Vocal Variety

- 5 – Uses the tools of tone, speed, and volume to perfection
- 4 – Excels at using tone, speed, and volume as tools
- 3 – Uses tone, speed, and volume as tools
- 2 – Use of tone, speed, and volume requires further practice
- 1 – Ineffective use of tone, speed, and volume

### Eye Contact

- 5 – Uses eye contact to convey emotion and elicit response
- 4 – Uses eye contact to gauge audience reaction and response
- 3 – Effectively uses eye contact to engage audience
- 2 – Eye contact with audience needs improvement
- 1 – Makes little or no eye contact with audience

### Gestures

- 5 – Fully integrates physical gestures with content to deliver an exemplary speech
- 4 – Uses physical gestures as a tool to enhance speech
- 3 – Uses physical gestures effectively
- 2 – Uses somewhat distracting or limited gestures
- 1 – Uses very distracting gestures or no gestures

### Audience Awareness

- 5 – Engages audience completely and anticipates audience needs
- 4 – Is fully aware of audience engagement/needs and responds effectively

- 3 – Demonstrates awareness of audience engagement and needs
- 2 – Audience engagement or awareness of audience requires further practice
- 1 – Makes little or no attempt to engage audience or meet audience needs

### Comfort Level

- 5 – Appears completely self-assured with the audience
- 4 – Appears fully at ease with the audience
- 3 – Appears comfortable with the audience
- 2 – Appears uncomfortable with the audience
- 1 – Appears highly uncomfortable with the audience

### Interest

- 5 – Fully engages audience with exemplary, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 3 – Engages audience with interesting, well-constructed content
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 1 – Content is neither interesting nor well-constructed

### Topic

- 5 – Delivers an exemplary speech about some aspect of experience as a leader and the impact of the lessons learned meeting
- 4 – Delivers a compelling speech about some aspect of experience as a leader and the impact of the lessons learned meeting
- 3 – Shares some aspect of experience as a leader and the impact of the lessons learned meeting
- 2 – Mentions some aspect of experience as a leader and the impact of the lessons learned meeting but does not fully address
- 1 – Speaks on a topic other than some aspect of experience as a leader and the impact of the lessons learned meeting

