

Presentation Assessment Form

This form provides a checklist for evaluating the effectiveness of a presentation. It can be used by a reviewer, or presenters can use the checklist as a guide to assist in preparation and as a self-assessment.

Presentation Title: _____

Presenter: _____

For each item, check (✓) if the criterion was met.

Defining the Objectives of the Presentation	
<input type="checkbox"/>	Objectives are defined at the outset?
<input type="checkbox"/>	An appropriate number of objectives are defined (e.g., roughly 4 – 6 / hour)?
<input type="checkbox"/>	Knowledge-based objectives defined?
<input type="checkbox"/>	Performance-based objectives defined?

Supporting Retention	
<input type="checkbox"/>	Relevant, personal examples of failure/success shared?
<input type="checkbox"/>	Key points repeated?
<input type="checkbox"/>	Opportunities for practice? (e.g., hypothetical scenarios)
<input type="checkbox"/>	Opportunities for recall of key learning points? (e.g., comprehension questions)
<input type="checkbox"/>	A summary of key take-aways at the end?

Use of Presentation Software	
<input type="checkbox"/>	Slide content was chunked appropriately (e.g. one concept / slide)?
<input type="checkbox"/>	Slide content was primarily key points and not used as a script to read from?
<input type="checkbox"/>	Readable fonts? (i.e., visible from the back of the room)
<input type="checkbox"/>	Slides build vs. showing all content at once?
<input type="checkbox"/>	Visuals used where appropriate?
<input type="checkbox"/>	Slides alerted learners to transitions among topics?

Suggestions for Improvement	
1.	
2.	
3.	