

Evaluation Form Meetings

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Team: IT1H

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AS CHAIRMAN...

Demonstrate

Remarks / Illustration

d:

Yes_No

1. Prepares meeting well x 0 0 0

2. Provides clear structure to meeting 0 x 0 0

3. Introduces agenda items clearly x 0 0 0

0 Rounds of agenda items with a clear conclusion 0 x 0 0

0 Makes sure every participant has a chance to speak (out) x 0 0 0

1 Slows down frequent, or long speakers if necessary 0 x 0 0

2 Maintains eye contact x 0 0 0

3 Is aware of body language of participants 0 x 0 0

4 Speaks in a clear and convincing manner 0 x 0 0

5 Monitors agenda and keeps participants on topic 0 x 0 0

6 Keeps an eye on time 0 0 x 0

7 Listens to what others has to say x 0 0 0

8 Summarises contribution of participants in a clear way 0 0 x 0

9 Asks for clarification if necessary x 0 0 0

10 Gives participants the feeling they are in a useful meeting/their contribution is useful x 0 0 0

11 Makes sure the atmosphere of the meeting is a pleasant one x 0 0 0

As participant...

12 Prepares meeting well x 0 0 0

13 Is actively involved in the meeting x 0 0 0

14 Applies non-verbal communication in a functional way 0 x 0 0

15 Respects the agenda x 0 0 0

16 Makes a point of order if necessary 0 x 0 0

17 Listens carefully to what others have to say x 0 0 0

18 Makes sure/checks what others say is well interpreted x 0 0 0

19 Is aware of body language of the participants 0 x 0 0

20 Expresses his/her points concisely and clearly 0 0 x 0

21 Manages to make his/her point / exercise influence / get his/her way 0 x 0 0

22 Convinces the others with arguments 0 x 0 0

23 Contributes to a good atmosphere 0 x 0 0

24 Contributes to a good result x 0 0 0
