

Evaluation Form Meetings

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Team: IT1A

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AS CHAIRMAN...

Demonstrated:
Yes_No

Remarks / Illustration

1. Prepares meeting well	● 0 0 0	
2. Provides clear structure to meeting	● 0 0 0	
3. Introduces agenda items clearly	● 0 0 0	
0 Rounds of agenda items with a clear conclusion	0 ● 0 0	
0 Makes sure every participant has a chance to speak (out)	● 0 0 0	
1 Slows down frequent, or long speakers if necessary	● 0 0 0	
2 Maintains eye contact	0 ● 0 0	
3 Is aware of body language of participants	0 0 ● 0	
4 Speaks in a clear and convincing manner	0 0 ● 0	
5 Monitors agenda and keeps participants on topic	● 0 0 0	
6 Keeps an eye on time	0 0 ● 0	
7 Listens to what others has to say	● 0 0 0	
8 Summarises contribution of participants in a clear way	0 ● 0 0	
9 Asks for clarification if necessary	0 ● 0 0	
10 Gives participants the feeling they are in a useful meeting/their contribution is useful	0 ● 0 0	
11 Makes sure the atmosphere of the meeting is a pleasant one	● 0 0 0	

As participant...

12 Prepares meeting well	● 0 0 0	
13 Is actively involved in the meeting	● 0 0 0	

14	Applies non-verbal communication in a functional way	● 0 0 0
15	Respects the agenda	● 0 0 0
16	Makes a point of order if necessary	● 0 0 0
17	Listens carefully to what others have to say	● 0 0 0
18	Makes sure/checks what others say is well interpreted	0 ● 0 0
19	Is aware of body language of the participants	0 0 ● 0
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	Convinces 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