Enhancing Evaluations

Club Officer Training



Agenda





Overcoming
 Potential
 Obstacles



Evaluation Criteria



Effective Coaching



Objectives

- State the importance of quality feedback
- Describe evaluation criteria based on manual objectives
- Identify potential obstacles
- Use the four steps of effective coaching





Evaluations







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Importance of Evaluations

"No Toastmasters club is fulfilling its obligation to its members unless it brings them the maximum of training in the art of constructive criticism."

> – Dr. Ralph C. Smedley, From the book *Personally Speaking*



Feedback vs. Advice



Feedback **Advice**



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Feedback vs. Advice



- 1. I had difficulty hearing you
- 2. You should improve your eye contact
- 3. You used different tones throughout your speech



Evaluation Criteria

EVALUATION FORM		EVALUATION FORM _veluation and Feedback—ris. speech	
Verder Name	Date	Member Name	Date
Evaluator	Speech Length: 1 - 2 million	Evaluator	Speech Length 7 - 7 million
Speech Title		Speech Title	
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Overcoming Potential Obstacles







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Effective Coaching

dentify and define goals or areas for improvement

Define strategies to reach goals

Establish a timeline to measure success

Always follow up





Example

"Suzy, I noticed that you were averting your eyes from the audience One technique I have tried is to think of the room as individuals instead of one group and look at each person for a few seconds before moving onto the next person On your next speech, maybe you could try that technique."

NEXT MEETING:

A"Hi Suzy, I noticed during your speech today you really made an effort to look at me and the other members. Great job!"





Scenario:

"I observed that your hands were in your pockets during the majority of the speech."



This concludes Enhancing Evaluations

Club Officer Training

