

WORKBOOK 3.1: SELF-ASSESSMENT CHECKLIST

Purpose: The purpose of this self-assessment checklist is to provide your feedback to other facilitators

1. Introduction Presentation

Presentation Skills Self-Assessment Checklist		
Skills	Demonstrated	Needs Improvement
1. Appropriate Eye Contact		
1.1. Looked at people's eyes	☐	☐
1.2. Continually scanned the group with your eyes		
1.3. Looked at the whole group		
2. Body Movement		
2.1. Faced the majority of the people	☐	☐
2.2. Varied your position in the room		
2.3. Stood with good posture		
2.4. Walked toward people when they spoke		
3. Gestures		
3.1. Used natural and engaging gestures	☐	☐
4. Facial Expressions		
4.1. Smiled and was enthusiastic	☐	☐
4.2. Had an open, friendly expression		
5. Voice/Speech		
5.1. Spoke loudly enough to be heard	☐	☐
5.2. Controlled the pace of the presentation		
5.3. Varied the pitch		
5.4. Slowed down for important points		
5.5. Used pauses		
Notes on areas for improvement:		

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2. Facilitation Presentation

Presentation Skills Self-Assessment Checklist		
Skills	Demonstrated	Needs Improvement
1. Appropriate Eye Contact		
1.1. Looked at people's eyes	☐	☐
1.2. Continually scanned the group with your eyes		
1.3. Looked at the whole group		
2. Body Movement		
2.1. Faced the majority of the people	☐	☐
2.2. Varied your position in the room		
2.3. Stood with good posture		
2.4. Walked toward people when they spoke		
3. Gestures		
3.1. Used natural and engaging gestures	☐	☐
4. Facial Expressions		
4.1. Smiled and was enthusiastic	☐	☐
4.2. Had an open, friendly expression		
5. Voice/Speech		
5.1. Spoke loudly enough to be heard	☐	☐
5.2. Controlled the pace of the presentation		
5.3. Varied the pitch		
5.4. Slowed down for important points		
5.5. Used pauses		
Notes on areas for improvement:		

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