

Evaluations with a Heart

OR

The ART of Effective Evaluation

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16 & 24 January 2010



Why do we Evaluate

- To help **Speakers** improve
 - That's why we joined!
- To improve our **Listening Skills**
 - Hearing not just What is said but How
- To develop **Evaluation Skills**
 - An important dimension of Leadership



Prepare for the Evaluation

- BEFORE the Speech
 - Review Goals and Objectives
 - Discuss any additional Goals w/Speaker
- DURING the speech
 - Listen and Watch attentively
 - 100% of your attention
- AFTER the Speech
 - Summarize & Organize your notes
 - Prepare written and verbal Evaluation



During the Speech

- LISTEN to the Speaker
 - Listen for Basic Skills:
 - Vocal Variety
 - Organization of Message
 - Use of Language and Words
- WATCH the Speaker
 - Look for:
 - Body Language – Comfortable and Confident
 - Are movement and gestures appropriate



GIVE the Evaluation

- Talk *TO* the Speaker
 - Personalize your Language
- Tell them and *SHOW* them
 - Seeing reinforces the message
- Evaluate the *Speech*, not the *Person*
 - It is How they said it that matters
- Be **POSITIVE**
 - Offer suggestions, but in a constructive way



Evaluation is the CORE of TM

- Evaluations help the Speaker improve
- The Evaluator gains Listening Skills
- The Evaluator gains Leadership Skills
- Evaluation is a *Learned Skill*



Take the NEXT STEP

– give an EVALUATION

