

Evaluation Form for Project 8599

→ CIRCLE the appropriate number. You may also want to write some comments here.

Clarity

- 1 – Spoken language is unclear or not easily understood
- 2 – Spoken language is somewhat unclear or challenging to understand
- 3 – Spoken language is clear and is easily understood
- 4 – Excels at communicating using the spoken word
- 5 – Exemplary public speaker who is always understood

Vocal Variety

- 1 – Ineffective use of tone, speed, and volume
- 2 – Use of tone, speed, & volume requires further practice
- 3 – Uses tone, speed, and volume as tools
- 4 – Excels at using tone, speed, and volume as tools
- 5 – Uses the tools of tone, speed, and volume to perfection

Eye Contact

- 1 – Makes little or no eye contact with audience
- 2 – Eye contact with audience needs improvement
- 3 – Effectively uses eye contact to engage audience
- 4 – Uses eye contact to gauge audience reaction/response
- 5 – Uses eye contact to convey emotion & elicit response

Gestures

- 1 – Uses very distracting gestures or no gestures
- 2 – Uses somewhat distracting or limited gestures
- 3 – Uses physical gestures effectively
- 4 – Uses physical gestures as a tool to enhance speech
- 5 – Fully integrates physical gestures with content in an exemplary speech

Audience Awareness

- 1 – Makes little or no attempt to engage audience or meet audience needs
- 2 – Audience engagement or awareness of audience requires further practice
- 3 – Demonstrates awareness of audience engagement and needs
- 4 – Fully aware of audience engagement/needs, responds effectively
- 5 – Engages audience completely & anticipates audience needs

Comfort Level

- 1 – Appears highly uncomfortable with the audience
- 2 – Appears uncomfortable with the audience
- 3 – Appears comfortable with the audience
- 4 – Appears fully at ease with the audience
- 5 – Appears completely self-assured with the audience

Interest

- 1 – Content is neither interesting nor well-constructed
- 2 – Content is interesting but not well-constructed or is well-constructed but not interesting
- 3 – Engages audience with interesting, well-constructed content
- 4 – Engages audience with highly compelling, well-constructed content
- 5 – Fully engages audience with exemplary, well-constructed content

Plan (first speech only)

- 1 – Speaks about topic other than some aspect of the project plan
- 2 – Mentions the project plan but focuses on other topics
- 3 – Communicates all or part of the project plan
- 4 – Gives an excellent presentation on all or part of the project plan
- 5 – Presentation of the project plan is comprehensive and exemplary

Topic (second speech only)

- 1 – Speaks about topic other than some aspect of the impact, process
- 2 – Mentions some aspect of the impact, process, or other substantial part of his or her project, but focuses on other topics
- 3 – Communicates some aspect of the impact, process, or other substantial part of his or her project
- 4 – Delivers an excellent speech about some aspect of the impact, process, or other substantial part of his or her project
- 5 – Delivers an exemplary speech about some aspect of the impact, process, or other substantial part of his or her project

DTM Capstone Project

You will plan and complete a project that benefits an organization. You may choose to revisit any previous Toastmasters Pathways project that contains information to help you complete your project. Develop a team and design a plan. Deliver a 5- to 7-minute speech at a club meeting to share your plan. Organize the project and lead your team to complete it. Ask members of your team, the organization, and a peer to complete a 360° evaluation of your leadership skills. Deliver an 8- to 10-minute speech at a club meeting to review your project, its outcomes, benefits, and the lessons you learned.

Evaluation Form for a 306° Evaluation

Evaluator Name

Speech Given Location

Date

Role

Leader's Name (person to be evaluated)

Time

Please consider your experience working with the leader you are evaluating and give a Thoughtful response to all the questions presented here. If you have not observed a particular behavior or quality, indicate "Not observed" on your evaluation form. Take a moment to include examples

wherever possible and if needed, add additional pages. Using the rating scale provided below for survey-style question please circle the number that best reflects your rating of the individual's performance during the time period being evaluated.

Leadership

1 2 3 4 5 N/A
Developing Emerging Accomplished Excels Exemplary

➤ Provides a clear sense of purpose, direction and responsibilities to team members. Circle one

1 2 3 4 5 N/A

Comments:

➤ Acts and behaves in a manner consistent with his or her statements.

1 2 3 4 5 N/A

Comments:

➤ Manages issues in an effective manner.

1 2 3 4 5 N/A

Comments:

Provide an example of how he or she positively contributes through his or her leadership.

How can the individual improve his or her leadership?

Interpersonal Skills

1 2 3 4 5 N/A
Developing Emerging Accomplished Excels Exemplary

➤ Shows genuine concern for all team members.

1 2 3 4 5 N/A

Comments:

➤ Perceived as trustworthy.

1 2 3 4 5 N/A

Comments:

➤ Recognizes and rewards individual contributions in a manner meaningful to each team member.

1 2 3 4 5 N/A

Comments:

How would you recommend that the individual improve his or her interpersonal and relationship-building skills?

Communication

1 2 3 4 5 N/A
Developing Emerging Accomplished Excels Exemplary

➤ Is open to constructive feedback.

1 2 3 4 5 N/A

Comments:

➤ Gives appropriate feedback that is timely and constructive.

1 2 3 4 5 N/A

Comments:

➤ Manages conflict effectively.

1 2 3 4 5 N/A

Comments:

How has the individual demonstrated effective communication skills?

Describe how he or she has implemented constructive feedback.

Teamwork and Team Building

1 2 3 4 5 N/A
Developing Emerging Accomplished Excels Exemplary

➤ Supports a team environment by valuing collaboration and cooperation.

1 2 3 4 5 N/A

Comments:

➤ Supports the organization at all levels.

1 2 3 4 5 N/A

Comments:

➤ Considers the impact of actions and decisions on the organization before implementing.

1 2 3 4 5 N/A

Comments:

How has the individual demonstrated effective communication skills?

Problem Solving

1 **2** **3** **4** **5** **N/A**
 Developing Emerging Accomplished Excels Exemplary

➤Listens actively to others' ideas and perspectives.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Is prepared to make decisions based on relevant information.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Is willing to change his or her position when presented with compelling information.

1 **2** **3** **4** **5** **N/A**

Comments:

Give an example of a time when the individual displayed exemplary problem-solving skills.

What recommendations do you have for the individual to improve his or her problem solving skills?

Motivation

1 **2** **3** **4** **5** **N/A**
 Developing Emerging Accomplished Excels Exemplary

➤Shows interest in and enthusiasm for the work to be completed.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Uses effective strategies to motivate his or her team members.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Rises to challenges.

1 **2** **3** **4** **5** **N/A**

Comments:

Give an example of a successful motivational strategy he or she used while leading the team.

Give an example of the individual's level of motivation.

Prioritization

1 **2** **3** **4** **5** **N/A**
 Developing Emerging Accomplished Excels Exemplary

➤Allots time appropriately to tasks that require attention.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Manages time to keep high-priority tasks at the forefront.

1 **2** **3** **4** **5** **N/A**

Comments:

In general, does the individual prioritize action items and follow through on the priorities he or she set?

In your opinion, does he or she select the appropriate priorities?

Reliability

1 **2** **3** **4** **5** **N/A**
 Developing Emerging Accomplished Excels Exemplary

➤Sets and honors milestones and timelines.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Uses Establishes an agenda for every meeting and effectively covers all topics in the allotted time.

1 **2** **3** **4** **5** **N/A**

Comments:

➤Is respectful of others' time and commitments outside of the organization.

1 **2** **3** **4** **5** **N/A**

Comments:

Can you depend on the individual to keep his or her commitments?

Describe how the individual demonstrates respect for others' time and commitments.