

APPENDIX F:

Training Worksheets

Presenter's Reflections

- Was your presentation delivered as expected?
- Identify at least two areas of the presentation that you feel most proud of.
- Identify at least two areas that you want to focus on for next time.
- How was the pacing of the presentation? Did you feel that you were going too fast? Or did it seem to go too slowly?
- How did the audience respond to the presentation? What was their level of engagement?
- Was the material presented accessible to the audience and did it seem to be at about the right level of complexity? If not, what changes would you need to make for next time?
- Review any written feedback from the audience. What suggestions would you like to incorporate next time?
- What supports do you need before your next training?



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Observation of Presentation

The presenter...	Comments
Maintained good eye contact with the audience.	
Used a voice loud and clear enough to hear easily.	
Presented the information in an organized manner.	
Posted a clear question or questions for the audience to consider during the presentation.	
Considered and included cultural factors related to the topic.	
Reflected on and/or answered the audiences' questions or comments.	
Involved the audience, invited questions and promoted discussion.	
Utilized visual supports (i.e., handouts and video) well to clarify the information presented.	
Provided the audience with information and resources to learn more about the topic if interested.	
Pacing of presentation fit the time allotted.	
Used person-first language and showed respect and compassion for the people being discussed.	

- What went well in this presentation? Please provide at least one area of strength.
- Which aspects of the presentation/presenter style could be improved? Please provide at least one suggestion.

