

# CIG Trainee Presentation Evaluation Form

Trainee Name \_\_\_\_\_  
 First Attempt: ☐ Pass ☐ Fail

Date \_\_\_\_\_ Instructor Initials \_\_\_\_\_  
 Second Attempt: ☐ Pass ☐ Fail

Mark the box in each row that most closely reflects the performance of this trainee. Please provide comments as appropriate. To pass, trainee must have three or fewer checked in the "Needs Significant Work" column.

AREA OF INTEREST	NEEDS SIGNIFICANT WORK	SHOWS POTENTIAL	MEETS / EXCEEDS EXPECTATIONS	PROFESSIONAL LEVEL PROGRAM	COMMENTS
<b>Purposeful</b>	Program seems without purpose related to mission of organization/individual. <input type="checkbox"/>	Program clearly supported mission of organization/individual. <input type="checkbox"/>	Program suggested or implied future thought or action be taken. <input type="checkbox"/>	Program provoked and inspired future action related to purpose and mission. <input type="checkbox"/>	
<b>Organized</b>	Did not provide intro or conclusion; wandered from main idea. <input type="checkbox"/>	Intro and/or conclusion weak or missing, stayed on theme. <input type="checkbox"/>	Intro/body/conc clearly provided but lacking transitions and/or didn't restate theme. <input type="checkbox"/>	Intro included statement of theme, body had clear transitions, conclusion included restatement of theme. <input type="checkbox"/>	
<b>Enjoyable</b>	Did not address multiple learning styles, utilized only one interpretive technique. <input type="checkbox"/>	Found ways to incorporate more than one learning style, used at least two techniques. <input type="checkbox"/>	Included hands-on activity or other techniques to involve the audience; clearly engaged some audience members <input type="checkbox"/>	Actively engaged audience in a variety of interpretive techniques with positive audience reaction. <input type="checkbox"/>	
<b>Thematic</b>	Had no discernable theme. <input type="checkbox"/>	Theme was apparent but vague or weak. <input type="checkbox"/>	Theme was apparent, tangible and intangible were stated. <input type="checkbox"/>	Strong theme linking tangibles to intangibles throughout, included at least one universal concept, answered "So what" question <input type="checkbox"/>	
<b>Relevant</b>	Did not engage the audience in any meaningful way. <input type="checkbox"/>	Attempted to engage audience with at least one relevant example. <input type="checkbox"/>	Used more than one relevant example that appear to engage the audience. <input type="checkbox"/>	Asked questions and clarified material to make it more relevant as needed; included at least one universal concept. <input type="checkbox"/>	
<b>You</b>	Completely disengaged from audience. <input type="checkbox"/>	Maintained eye contact and was clearly heard by audience. <input type="checkbox"/>	Talked with enthusiasm in a friendly, interesting way. Good eye contact and volume. <input type="checkbox"/>	Fully engaged w/ audience, aware of audience reactions and responded appropriately Strong, confident delivery. <input type="checkbox"/>	
<b>Overall Impression</b>	Unmotivated or unable to grasp material. <input type="checkbox"/>	Shows potential for improvement with more practice. <input type="checkbox"/>	Clearly understands the concepts of interpretation, good presentation skills. <input type="checkbox"/>	Excellent demonstration of concepts taught. Excellent presentation skills. Shows creativity. <input type="checkbox"/>	

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