

Southern Lights Toastmasters Accomplished Leader Program

Toast

Note to evaluator:

Review the Evaluation Criteria ahead of time so that you are familiar with the requirements for a particular role. Some criteria only require a Yes or No answer. Most other criteria require a rating on a sliding scale from 1 = low, to 5 = high. Provide any written remarks in the comment section provided below the evaluation box.

This is a fillable form: Right click mouse to open a dialogue box > select Save As and save form to a Folder of your choice. To type in a box, hover the mouse over the shaded area and left-click to select. To select the appropriate 'Evaluation criteria' response, hover the mouse over the shaded button and left-click to select. After this evaluation is complete, email the form to the person you are evaluating.

Note to member:

After receiving this evaluation, print and retain with your Accomplished Leader manual. Record the date of the evaluation on the Project Completion Record.

Toast

Evaluation scale: 1 = low — 5 = high

Role	Date	Evaluator's name				
Toast						
Evaluation criteria						
Prepared in advance		Yes	No			
Evaluation criteria		Developing	Emerging	Skilled	Proficient	Excellent
Appropriateness <i>I.e. Based on theme/event. May also be personal choice</i>		1	2	3	4	5
Provided instruction to 'charge glasses' or whatever you have at home, and 'raise in a toast'		1	2	3	4	5
Clear voice		1	2	3	4	5
Timing: presented between 30 & 60 seconds		1	2	3	4	5

Comment: