

Southern Lights Toastmasters Accomplished Leader Program

Table Topics Master

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.

Table Topics Master

Evaluation scale: 1 = low — 5 = high

Role	Date	Evaluator's name				
Table Topics Master						
Evaluation criteria	Developing	Emerging	Skilled	Proficient	Excellent	
Explained purpose	1	2	3	4	5	
Provided timing instructions	1	2	3	4	5	
Provided voting instructions using the Zoom 'Chat' function	1	2	3	4	5	
Clear delivery	1	2	3	4	5	
Appropriate questions <i>I.e. Based on theme or own choice Open ended.</i>	1	2	3	4	5	
Selected speakers with no, or only minor roles (Exceptions based on attendance)	1	2	3	4	5	
Kept segment within time allotted	1	2	3	4	5	
Succinct review of all speakers	1	2	3	4	5	

Comment: