

VIRTUAL PRESENTER ASSESSMENT



Pre-session Preparation	Always	Sometimes	Never	N/A
Develop clear purpose for presentation/meeting				
Appropriate meeting platform determined (audio vs. video)				
Assign pre-work as appropriate				
Proficient with virtual platform, technology, and equipment				
Background prepared and technology/equipment tested day of event				

Delivery Skills	Always	Sometimes	Never	N/A
Use effective vocal strategies				
Demonstrate effective eye contact				
Manage filler words				
Personable and enthusiastic delivery style				
Effective use of visuals				

Interactivity	Always	Sometimes	Never	N/A
Utilize virtual platform features to drive audience participation				
Use effective question techniques				
Allow for opportunities to break eye-contact with the group				

Content	Always	Sometimes	Never	N/A
Messages are clear and concise				
Content balanced between data and illustrations				
Use humor naturally and appropriately				
Engaging meeting opener				

Meeting Dynamics	Always	Sometimes	Never	N/A
Participant welcome establishes an open and friendly environment				
Meeting structure established through clear instructions				
Prepared agenda to include suitable breaks				

Technology	Always	Sometimes	Never	N/A
Prepare for connectivity issues				
Frame up appropriately (awareness of what attendee sees)				
Use of co-presenter/producer				