



FLORIDA TOASTMASTERS CLUB

Evaluation Procedure

1. Introduction

Evaluation puts Toastmasters apart from almost all other self development organisations. Toastmasters does not use instructors but uses fellow members, Sometimes inexperienced to give valuable feedback to other Toastmasters who have just carried out a speaking assignment. The system is so good that inexperienced Toastmasters can evaluate their more experienced colleagues.

The evaluation also enables the evaluator to become an expert listener and to learn a skill of empathy which is useful in every walk of life.

The Club benefits because the quality of speaker, and quality of meetings will increase encouraging new people to join the Club.

How we improve

If you went up to somebody and told him you did not like his tie and he turned around and punched you on the nose the chances are that you would not comment on that persons clothing again.

You exhibited a behaviour with your criticism. You then received feedback on your behaviour. This caused you to change, and modify your behaviour. So it goes through life; behaving, then receiving feedback and changing; and of course hopefully improving.

So it is with Toastmasters, we give a speech; we receive feedback from the evaluation, and so we improve.

Three Roles of an Evaluator

Motivator

Give positive re-enforcement for the good points a speaker has that makes him feel good and builds his self esteem.

Facilitator

In advanced clubs the evaluator leads the club in discussion about the speech.

Counsellor

Meet with the speaker afterwards and answer all their questions, and maybe develops into a mentor.

Self Esteem

Personal growth and self esteem feed on each other, and both grow together. They are fuelled by positive re-enforcement from the good points of the evaluation AND careful feedback and recommendations on those areas which a speaker needs to develop.

5. Evaluation Message

Tell and sell

This is the common form of evaluation and consist of evaluator giving feedback to the speaker in the Toastmasters Club forum.

Tell and listen

Here the evaluator discusses the various points with the speaker. It is a discussion, which can be held after the meeting.

Problem solving

Here input is called from all the members of the Club with the evaluator facilitating. Requires good leadership of the part of the evaluator to ensure the points made are relevant. Not common at normal Toastmasters clubs, more common at advanced clubs.

6. Evaluation Procedure

Read the Assignment

Read the objectives, and notes to the evaluator at the end of the assignment, if there is time you will benefit by reading the whole assignment itself.

Ask the Speaker

Contact the speaker ask him there is anything he would like you to consider, are there any weak points made by previous evaluations he would like you to look for.

Listen and make notes

Write on the guide first time as many notes as you wish, they become good discussion points after the meeting.

Expect to make 8 or 9 points

Make the Presentation

The whole idea of the evaluation is to develop the speaker and build his or her self esteem. This is done by:

- 1. Moving into the evaluation by 5 second introduction.*
- 2. Presenting 3 or 4 good points of the presentation.*
- 3. Three development points are then given*
- 4. For each development points a tangible recommendation is given. It must be well demonstrated so that the speaker can go and practice immediately; it must not be vague; the speaker must be in no doubt as to what they have to do.*
- 5. Your final point is the best point the speaker had in the speech. This will leave the speaker on a high. They will go away from that meeting with the feeling 'I know what I have to do to improve and I feel good about it'.*