



### Meeting Session Presenter/Moderator Self-Assessment

This survey is provided as a personal tool for reflecting upon and assessing your SOA meeting session and your effectiveness as a presenter or moderator. As you complete the items, think about how session attendees might rate the session and you. What are your strengths? What are your areas for improvement? How will you leverage those strengths? What will you do to enhance your presenting/moderating experiences in the future?

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
<b>Content and Relevance:</b>					
The session provided content that was relevant for the attendees.					
The session content was up-to-date regarding practices in business, industry and/or technology.					

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
<b>Focus and Format:</b>					
The session matched the session description presented in the website material, program brochure, etc.					
The session format matched the format (e.g., buzz group, interactive forum, lecture, open forum, panel discussion, teaching session, workshop) identified in the website material, program brochure, etc.					
The stated objectives were met.					

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
<b>Competency Framework Alignment:</b>					
The primary competency addressed in the session matched the published classification.					
I was able to embed content related to other competencies into the session.					



	Excellent	Very Good	Good	Fair	Poor
<b>Attendee Interaction:</b>					
Level of audience interaction.					
Attendees had the opportunity to share experiences.					

	Excellent	Very Good	Good	Fair	Poor	N/A
<b>Your Performance:</b>						
Preparedness (presentation delivery).						
Knowledge of the subject.						
Facilitation of discussions, questions and answers.						
Clear and complete answers to questions.						
Helping attendees understand how to apply the content to their jobs.						

	Much too Fast	A Little Fast	About Right	A Little Slow	Much too Slow
<b>Pace and Time:</b>					
Pace in presenting the content.					

	Much Better Than Expected	Somewhat Better Than Expected	About What Was Expected	Somewhat Worse Than Expected	Much Worse Than Expected
<b>Overall:</b>					
To what extent was this session what you expected when you agreed to present?					

	Excellent	Very Good	Good	Fair	Poor
<b>Overall:</b>					
How would you rate your overall effectiveness?					



**Additional Reflections:**

**What were your strengths as a presenter/moderator?**

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**How might you improve your effectiveness as a presenter/moderator?**

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Thank yourself for taking the time to reflect upon and assess your session and your effectiveness. This form is for you to keep and use as part of your professional development.

What will you do to enhance your speaking experiences in the future? Take advantage of professional development opportunities provided by various providers and in various formats. For additional presenting and moderating tips and guidance, visit the SOA PD Volunteer Resource Center <http://www.soa.org/professional-development/event-calendar/policies-procedures/presenter-resources.aspx> . And, revisit your self-assessment when planning your next meeting session!