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
Content and Relevance:					
The session provided leading-edge content.					
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.					
The sequence of content was logical.					

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
Focus and Format:					
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 session format/delivery method was appropriate for the content.					

	Much too Large	Somewhat Large	About Right	Somewhat Small	Much too Small
Focus and Format:					
Considering the session format, how would you rate the size of the session (number of attendees)?					

Actuaries
Risk is Opportunity.®

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

	Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree
Objectives and Learning Outcomes:					
The stated objectives were met.					
Attendees had the opportunity to achieve a clear set of learning outcomes.					

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

	Excellent	Very Good	Good	Fair	Poor	N/A
Your Performance:						
Preparedness (content).						
Preparedness (presentation delivery).						
Knowledge of the subject.						
Presentation skills						
Session management.						
Facilitation of discussions, questions and answers.						
Clear and complete answers to questions.						
Providing practical insights into the topic/content area (best practices, lessons learned).						

Actuaries
Risk is Opportunity.®

	Excellent	Very Good	Good	Fair	Poor	N/A
Your Performance:						
Helping attendees understand how to apply the content to their jobs.						
Preparing attendees to do their jobs better.						
Contribution of session materials (slides, handouts) to attendee learning.						
Value of session materials (slides, handouts) on the job.						

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

	Much More Than Needed	Somewhat More Than Needed	About Right	A Little Less Than Needed	Much Less Than Needed
Pace and Time:					
Time allotted for this session.					

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

	Excellent	Very Good	Good	Fair	Poor
Overall:					
How would you rate your overall effectiveness?					

Additional Reflections:

What were your strengths as a presenter/moderator?

_____

_____

_____

_____

_____

_____

_____

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

_____

_____

_____

_____

_____

_____

_____

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!

Actuaries
Risk is Opportunity.®