

Participant Evaluation Report

Public Speaking & Presentation Skills

With **Alvin Day**



Client Name



This Was an Intensive Three Day Workshop Squeezed into Two Days for ABC Co's Leadership Team

(Role Play Sessions Were Video Taped and Played Back
for Critique, Insights and Delivery Improvement.)

**At the End of the Two-Day
Workshop, Participants Were
Given an Evaluation to
Assess the Effectiveness of
the Sessions.
See Evaluation Form—
Next Page...**

Summary Report – Evaluation Form

ABC Co *Executive Public Speaking & Presentation Skills* Workshop

Participants evaluated the workshop in several different ways, both quantitative and qualitative—using close ended and open ended questions

The Evaluation Form

1

Assign a Value to:

1. Your Interest in Subject
2. Business Applicability
3. Presenter Engaging?

Five Point Scale
0 = Very Low; 5 = Very High

2

Your overall impression of this PS2 workshop

Open Ended, Unguided Responses

3

Top 2 to 3 Points You Will Apply in your Professional/ Business

Open Ended, Unguided Responses

5

Other General/Specific Comments on the Workshop

Open Ended, Unguided Responses

4

Others—Teams/Groups You Think Should Definitely Go Through This Workshop
Name / List them

Executive Public Speaking & Presentation Skills—PS2 Workshop	
EVALUATION	
1 Write your overall impression of the PS2 workshop:	
2 Assign a value to each aspect of the program	
0 = Very Low Circle One 5 = Very High	
3 Importance of the subject matter:	0 1 2 3 4 5
5 The level of application to my business/ professional life:	0 1 2 3 4 5
6 The presenter's ability to communicate persuasively and engagingly:	0 1 2 3 4 5
7 List the top 2 to 3 ideas from the workshops that you can apply to your business and/or "outside" life. Specify & Explain:	
8 What workshops/projects would you like your Company to do for continued improvement?	
<input type="checkbox"/>	Other (Specify)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
9 Other General/Specific Comments	
10 Your Company: Valvoline	
Would you like to receive Alvin's FREE Monday Morning Power PSII each week? If	
11 Signature _____ (opt)	
Name _____ (opt)	
Thank You!	

Evaluation Summary Report—Presentation Skills & Public Speaking Workshop with Alvin Day of The Empowerment Institute

1

*Participants were asked to assign a value to the workshop based on their **interest in the material, application and the presenter's skill—how engaging.***

Approval % Rating

Raw Score
(5=Highest)

Your Interest in Subject

100%

5.0

Applicability to
Your Business

100%

5.0

Presenter's Skill—
Effective & Engaging?

100%

5.0

OVERALL SCORE

100%

5.0

Key Findings:

- In ratings that are unsurpassed, every participant gave a perfect score—5 on a 5 point scale—indicating **unparalleled interest in the workshop, its application to their job performance, and the ability of the presenter to deliver engagingly and effectively.**
- This response reflects a workshop that was **conceptual, strategic and practical; contemplative and energized; plus, serious as well as fun-filled.**

Evaluation Summary Report–Presentation Skills & Public Speaking Workshop with Alvin Day of The Empowerment Institute

2

Participants were asked to:
“Write your overall impression of the PS2 workshop”

Summary of Key Findings:

Participants highly valued structure and organization and some wanted more time.

Participants’ Unguided, Open Ended Responses to Overall Program

Your Overall Impressions of the PS2 Workshop...Verbatim Responses

- Alvin is fantastic. **Workshop is a blessing; not everyone gets to be exposed to this type of quality, hands-on learning.** (W. Fite)
- The workshop was great. **It allowed me to "learn" how to better prepare and organize power presentations** (Roberto Z. Fuentes)
- **Very effective** and **completely worth the two days.** I feel like I took a lot away from the class and that **I will always go about preparing my presentations differently in both structure and content.** (Jaime Daugherty)
- This was a great experience. **Actually, I could stand to have another day or two to continue learning and practicing.** I feel in general I'm pretty good at content, **but I've definitely picked up useful tools on structure.** (Travis Dobbins)

Evaluation Summary Report–Presentation Skills & Public Speaking Workshop with Alvin Day of The Empowerment Institute

2

Your Overall Impressions of the PS2 Workshop (Cont'd)

Participants highly valued structure and organization and some wanted more time.

- These are **the best workshops I have taken so far. Very helpful, engaging and directly related to what we do here.** Thank you so much!! **Hope to have chance to attend more of your seminars.** (Ning Ren)
- Overall, this has been one of the **best workshops for me personally. I feel more confident than ever to be able to present my ideas and be confident and effective.** (Tim Latham)
- **Great two days! Time well spent. Alvin did a great job teaching us critical skills to improve our presentations while making a 16 hour meeting fun and lively.** I really enjoyed it! (Dan Wyse)
- **Great help to the presentation skill.** (Y. Yang)
- Thought that the **workshop was very insightful. Great Learning Experience.** (Michelle Allen)
- Very nice workshop as usual. One recommendation is to perhaps **visit with individuals during preparation time** to bounce ideas around based on the weaknesses you observe. (William Lyons)
- **Much less stressful than I imagined. Very helpful.** (Shawn Castle)

Summary Report – Evaluation Forms

3

Participants were asked to: ***“List the top 2 to 3 ideas from the workshop that you can apply to your business and/or personal life”***

Summary of Key Findings:

Predominant Responses—Grabbing audience attention through: the human interest **story**; *The Rule of **Three***; and, appealing to **feelings**.

- (1) **Structure your thoughts.** (2) **Tell the story** (Roberto Z. Fuentes)
- (1) **Structure and sets of 3** always the idea of persuasion. (2) **Tell a story** (Jaime Daugherty)
- (1) **Structure.** (2) **Story telling.** (3) **Slowing down** (W. Fite)
- (1) **Self empowerment/confidence.** (2) **Structure.** (3) **Stories/making a personal connection** (Travis Dobbins)
- (2) Understanding of our audience and customer. (2) **Make emotion connection with them.** (Ning Ren)
- (1) **Structure and logic in presentation.** (2) Use specific story or examples. (3) Understand the audiences. (Y. Yang)
- (1) **Story.** (2) **Structure.** - **Had never really given either that much thought. - Easy way to organize a presentation** (Dan Wyse)
- (1) **Structure -- 3-pronged approach.** (2) **Stories** (Michelle Allen)
- (1) **Three prong approach to your message.** (2) **How to use emotion to get point across.** (3) **How to use stories.** (Tim Latham)
- (2) **Organize messages in groups of 3.** (2) **Reach people personally: Metaphors; stories; personal failures.** (3) **Be dynamic and engaging--as important as content** (William Lyons)
- (3) **It is ok to be vulnerable.** (2) **Relate to the audiences emotions when presenting.** (3) **Utilize the three pronged approach to structure.** (Shawn Castle)

Summary Report – Evaluation Forms

Verbatim Responses

3

Participants were asked : “What's the most memorable & useful thing you learned?”

Summary of Key Findings:

Predominant Responses—Participants **highly value the lowering of the “fear threshold”** knowing that it’s **okay to be vulnerable** and **presentations will not kill** them.

What's the most memorable & useful thing you learned?

The **rule of three** (Roberto Z. Fuentes)

The **power of 3** in both presentations professionally and even in my personal life; in church settings; when in groups. (Jaime Daugherty)

(1) It is ok to be vulnerable; "we're only human." **(2) Three leg approach** to presenting. (W. Fite)

I won't die from presenting. (Travis Dobbins)

The right way to communicate and present to internal/external customer (Ning Ren)

Confidence (Y. Yang)

No one specific thing but just **lots of good tactics to handle real life situations** (Dan Wyse)

Don't be afraid to **be vulnerable**. (Michelle Allen)

Three prong approach. (Tim Latham)

(1) Structure **(2) Personal** **(3) Inspire** (William Lyons)

Tell a story (Shawn Castle)

Evaluation Summary Report—Presentation Skills & Public Speaking Workshop with Alvin Day of The Empowerment Institute

4

Participants were asked : What other groups/departments/teams do you think should definitely go through this workshop?

Summary of Key Findings:

Predominant Responses—Leaders from a broad range of groups and functions would definitely benefit from participating in this workshop.

- **International** (Roberto Z. Fuentes)
- **Contract Distributor; sales group—Sales should experience this.** (Jaime Daughtery)
- Sales (W. Fite)
- **All** (Ning Ren)
- **Sales; Tech Support; Purchasing; Marketing; Supply chain** (Ying Yang)
- **Sales** (Shawn Castle)

Summary Report – Evaluation Form

Final Comments on the *Presentation Skills Public Speaking* Workshop

5

Participants were asked for: “**Other General/Specific Comments on the Workshop**”

Summary of Key Findings:

Interest expressed in **individual insights for how personally to improve presentations.**

Verbatim Responses:

- I think it would be helpful if at end of class, that Alvin gave each participant 2 things they do well and 2 things to work on w/: individuals’ style