

MEETING ASSESSMENT

Evaluation to be debriefed at the end of the meeting

Manager Host : Objective(s) / deliverable(s):	Observer: Meeting Duration:
--	--------------------------------

Environment	YES	NO
Physical reception of the host:		
• Punctuality		
• Welcoming / Motivating		
• Dynamic / Enthusiastic		
Expression:		
• Positive tone of voice		
• Supportive vocabulary		
• Inclusivity		
• Suitable articulation & flow of conversation		
• Positive body language and good use of space		

Interactions	YES	NO
Results:		
• Respects the deliverable / achieves the objective of the meeting		
• Respects time		
Interaction with the team:		
• Does not make personal or collective remarks in public		
• Asking questions and leading rather than giving answers		
• Involves the group (level of interaction, exchange, distribution of the floor, etc.)		

Objectives for the facilitator at the next meeting (start with an action verb): 1- 2- 3-
