

Tero International Presentation Coaching and Feedback Worksheet

Presentation Technique	Strength	Development Area	Guidelines	Coaching/Feedback Comments
55% Visual				
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	100% Focus on Eyes Pause between thoughts	
Supportive Gestures	<input type="checkbox"/>	<input type="checkbox"/>	Gestures to support message Gestures above the waist Arms rest at side when not gesturing	
Purposeful Movement	<input type="checkbox"/>	<input type="checkbox"/>	Balanced/symmetrical stance Movements to support message	
Facial Expression	<input type="checkbox"/>	<input type="checkbox"/>	Facial expression to match message Look for opportunities to smile	
38% Vocal				
Volume	<input type="checkbox"/>	<input type="checkbox"/>	Volume appropriate for audience Vary volume	
Vocal Expression	<input type="checkbox"/>	<input type="checkbox"/>	Add inflection Vary tone and pitch	
Pace	<input type="checkbox"/>	<input type="checkbox"/>	Vary pace Look for opportunities to pause	
Filler Words	<input type="checkbox"/>	<input type="checkbox"/>	Avoid filler words such as “er”, “uh”, okay”, “um”, or “eh”.	
Presentation Aids				
Visual Aids	<input type="checkbox"/>	<input type="checkbox"/>	Follow 3 x 3 rule Use Large Letters	
Soundbite Technique	<input type="checkbox"/>	<input type="checkbox"/>	Introduce visual aids with brief, attention-getting statement or question	
Ready Aim Fire	<input type="checkbox"/>	<input type="checkbox"/>	Ready the visual aid in silence Connect with an audience member Present the information	
Other Observations				



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