

Masterclass Mentors – Reflection on Your Achievements

As a **Masterclass Mentor** schools may ask you to speak about your specialist subject to pupils taking part in **Our Place 2020**.

This is a self-assessment sheet, which **Masterclass Mentors** can use to reflect on their performance if they are requested to be an 'expert' speaker. Completion of the form is voluntary and it has been provided to assist **Masterclass Mentors to review their work – and also as possible evidence for professional NVQ portfolio building**.

Self-Assessment Evaluation

Topic of your presentation		Time allowed	
Brief description of your audience			

Preparation	Yes	Not really	No
Was your aim clear to you?			
Was it clear to your listeners?			
Did you research your audience?			
Were you clear what they wanted from you?			
Did you really know what you were talking about?			
Had you done sufficient back-up research?			
Did you organise your talk into a logical sequence?			
Did you link your themes to give a 'flow'?			
Had you checked the location and the equipment?			
Did your aids work?			
Had you rehearsed effectively?			
Had you thought about the Q & A session?			

Delivery	Yes	Not really	No
Did you feel nervous before your presentation?			
Did you feel nervous during your presentation?			
Did you control your nerves?			
Was your manner confident?			
Did you feel your voice carried well?			
Did you speak, not read?			
Did you use words for the ear or the eye?			

Use this box to note how you can improve your performance the next time