

Discussion Leader Self-Assessment Worksheet

Name: _____ **Topic:** _____

Part 1 Instructions: Evaluate each statement below by circling the corresponding number using the following five-point scale:

	1 Needs improvement	2 Fair	3 Good	4 Very good	5 Excellent
1. I introduced the topic effectively.	1	2	3	4	5
2. I was clear; participants could understand me. I helped clarify misunderstandings.	1	2	3	4	5
3. I included everyone by asking for their opinions, ideas or experiences. No one spoke too little or too much.	1	2	3	4	5
4. I helped create a cohesive discussion by using follow-up questions, keeping the discussion on-topic, summarizing other people's opinions, and asking students to respond to each other's ideas.	1	2	3	4	5
5. I kept track of time, spent the right amount of time on each part of the discussion, and closed the discussion effectively.	1	2	3	4	5

Part 2 Instructions: Provide the answers to the following questions:

6. What was the experience of leading a discussion like for you? Easy? Hard? Fun? Interesting? Informative?

7. Which area among those above do you need to work on? How can you prepare in advance to do better in that area next time you lead a discussion?

8. What advice do you have for future group leaders?