

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:

- What was the experience of leading a discussion like for you? Easy? Hard? Fun? Interesting? Informative?
- 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?
- What advice do you have for future group leaders?