



PRESENTER QUALIFICATIONS

SELF EVALUATION SHEET

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Trainers, facilitators, or moderators of virtual events should have similar skills and qualifications as their live event counterparts. There are important differences, however. To prepare yourself for the role as a virtual event leader, take this brief self evaluation, rating your abilities on a scale from one (lowest) to seven (highest). Don't worry. Qualifications you may lack now can always be learned and improved

NAME: _____

SKILL/BEHAVIOR	(W O R S T) 1-2-3-4-5-6-7 (B E S T)
I understand the technology of virtual events (webcams, network connections, VOIP, etc.)	1-2-3-4-5-6-7
I am willing to trust someone else with making virtual event technology work well.	1-2-3-4-5-6-7
I am comfortable speaking in front of a camera and interacting with others doing the same.	1-2-3-4-5-6-7
I am skilled in making concise visual presentations and supporting documents.	1-2-3-4-5-6-7
I know the best practices when it comes to the use and timing of presentations and breaks.	1-2-3-4-5-6-7
I know how to effectively manage breakout sessions, Q&A, feedback, brainstorming, etc.	1-2-3-4-5-6-7

My vision and objectives for virtual events—for myself and for the group—include:
