

# INITIAL EVALUATION TEACHERS

December 2016, Lodz, Poland

## ERASMUS + PROJECT Let's Enjoy Dialoguing ( LED)



Directions:

- 1.- Spend only five minutes evaluating your meetings
- 2.-This form is more successful when everyone's responses are shared
- 3.-Focus on the weak spots, applaud the high ratings

(1=very low; 2 = low; 3= medium; 4= high; 5= very high)

1 <sup>o</sup>	How well did we stay on the agenda?	
2 <sup>o</sup>	Are we focusing on the right issues during the meeting?	
3 <sup>o</sup>	How well did we use our time?	
4 <sup>o</sup>	How well did we discuss information? How clearly? How accurately?	
5 <sup>o</sup>	How well did we participate?	
6 <sup>o</sup>	Was the meeting effective?	
7 <sup>o</sup>	How was the place, flow and tone of the meeting? (Did we get bogged down or stuck?)	
8 <sup>o</sup>	How well did we response to each other's questions and comments?	
9 <sup>o</sup>	In general, were all ideas explored to the extent possible given the time element?	

10º	Have the materials been appropriate?	
11º	How well did we carry on the presentation?	
Please, provide any other comment or suggestions for improvements:		