**­­Virtual Presentation Worksheet**

**Presenter’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Criteria** | **Observable Behaviors** | **COMMENTS** |
| 1  *Goals and Expectations* | During introduction, communicates purpose of the presentation and learner expectations (e.g. “turn on your video, use the chat box, ask questions”). |  |
| 2  *Importance of Topic* | Clearly explains the topic’s significance to the audience (e.g. presents compelling data, case[s]; relevance to current clinical situation; and/or uses a “hook”). |  |
| 3  *Organization and*  *Cognitive Load* | Uses an organized framework so the presentation flows logically and is easy to retain. Limits or chunks the amount of material to not overwhelm the learners. |  |
| 4  *Enthusiasm* | Demonstrates passion for topic through voice, eye contact, energy, word choice, body language, gestures (e.g. nodding head, facial expressions) |  |
| 5  *Command of Topic* | Demonstrates knowledge of subject matter (e.g. draws upon personal experiences, speaks about current findings and literature, case examples.) |  |
| 6  *Explanations* | Defines new terms/ principles/concepts; identifies important points; uses relevant examples. May use polls, videos, annotations, open-ended questions to determine learners’ understanding of explanations. |  |
| 7  *Audience Engagement* | Varies presentation and actively engages the audience through polls, breakout rooms for small group discussion, videos, Q&A, chat box. |  |
| 8  *Audio and/or Visual Aids* | Appropriately chooses teaching material to reinforce key points or stimulate thought. |  |
| 9  *Mechanics of Communication* | Visual material is well organized, text is legible, graphics are clear, voice is easily heard. Avoids reading slides word for word. Text, visuals, and audio reinforce each other, without creating undue cognitive load. |  |
| 10  *Digital Interface* | Demonstrates comfort and facility with the technology, and/or uses a technical facilitator for the session. Ensures internet connectivity. Considers lighting, optimizes audio. Looks directly at the camera, reduces background interruptions. |  |
| 11  *Conclusion* | Concludes presentation by summarizing main points. Invites/responds to questions, is open to hearing learners’ perspectives and opinions. |  |

**Additional comments:**