EVALUATION FORM
Reaching Consensus—Assignment Option 1

Member Name _____ Date _____

Evaluator _____ **Speech Length:** 20-minute exercise
2- to 3-minute closing statement

<div style="background:#6b0f24;color:white;">**Speech Title**</div> _____

Note: If the member chose to lead a non-Toastmasters group toward consensus, then use the Evaluation Form for the second assignment option to complete your evaluation.

Purpose Statement
The purpose of this project is for the member to work with a group to practice reaching consensus on any topic.

Notes for the Evaluator
Focus your evaluation on the member's ability to facilitate and maintain a discussion to reach consensus. The time is limited to a maximum of 20 minutes and at the end of that time, consensus may or may not be reached. Your evaluation is based on the process of reaching consensus and the member's ability to work well with a group.

Listen for: A well-facilitated discussion about the topic being discussed. The member should show respect for all ideas and contributions, regardless of their relevance. The member should give each team member an opportunity to speak.

General Comments
You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5 EXEMPLARY	**4** EXCELS	**3** ACCOMPLISHED	**2** EMERGING	**1** DEVELOPING

Facilitation: Facilitates group meeting well by keeping on task and honoring timeframe

⑤ ④ ③ ② ①

Comment:

Inclusivity: Ensures all members of group who want to contribute are able to speak

⑤ ④ ③ ② ①

Comment:

Consideration: Considers all ideas, regardless of relevance

⑤ ④ ③ ② ①

Comment:

Manage Conflict: Manages any conflict that arises with fairness and respect (select 3 if there is no conflict in the group)

⑤ ④ ③ ② ①

Comment:

Support: Supports all team members, regardless of point of view

⑤ ④ ③ ② ①

Comment:

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Facilitation

5 – Demonstrates exemplary skills as a facilitator by keeping on task, honoring timeframe, and making important progress toward consensus

4 – Demonstrates excellent skills as a facilitator by keeping on task, honoring timeframe, and making important progress toward consensus

3 – Facilitates group meeting well by keeping on task and honoring timeframe

2 – Shows some facilitation skill, but needs improvement

1 – Facilitation is disorganized and meeting is ineffective

Inclusivity

5 – Sets an exemplary example of inclusive, supportive leadership while guiding the group to consensus

4 – Is consistently inclusive with all members of the group and supportive of all contributions

3 – Ensures all members of group who want to contribute are able to speak

2 – Makes some effort to include all members of the group who want to contribute, but needs improvement

1 – Makes little or no effort to include all members of the group who want to contribute

Consideration

5 – Sets an exemplary example of valuing all ideas and contributors throughout the process of consensus building

4 – Sets an excellent example of valuing all ideas

3 – Considers all ideas, regardless of relevance

2 – Considers some ideas but ignores others, regardless of relevance

1 – Gives little credence to ideas, regardless of relevance

Manage Conflict

5 – Sets an exemplary example of managing conflict, showing a high level of value for every person in the group

4 – Sets an excellent example of managing conflict when it arises, showing value for every person in the group

3 – Manages any conflict that arises with fairness and respect (select 3 if there is no conflict in the group)

2 – Conflict management can be improved

1 – Poorly manages or ignores conflict within the consensus group

Support

5 – Sets an exemplary example of valuing all input from all members to build the best possible culture for reaching consensus

4 – Lends meaningful support to all ideas, including those that are not favored by the majority of the group

3 – Supports all team members, regardless of point of view

2 – Supports some team members, but not all

1 – Supports few team members or attempts to enforce a personal agenda