

# High Impact Presentations

Feedback Guide

**Sample Report**





## Summary Analysis

The scale below was used for this report:

1 = Very Low; 2 = Below Average; 3 = Average; 4 = Above Average; 5 = Very High; N = Not Applicable

Section	Mean	1	2	3	4	5
Organizes Professional Presentations	2.92			2.92		
Makes a Positive Impression	3.21			3.21		
Relaxed When Making Presentations	3.14			3.14		
Communicates with Impact	3.00			3.00		
Sells Ideas	3.25			3.25		

Interpreting Results. The goal of this exercise is to get a general idea of which areas show strength, and which areas indicate opportunities to grow. Using the scale at the top of the report, visually compare the differences between the category drivers.

1. Where is your highest summary score?

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Why do you think you received higher ratings in this category driver?

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2. Where is your lowest summary score?

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Why do you think you received lower ratings in this category driver?

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## Item Analysis

Organizes Professional Presentations		#	Mean	1	2	3	4	5	+/-
1. Delivers effective openings and closings	Self	1	3.00						-
	Manager	1	3.00						0.00
2. Presents a clear message	Self	1	3.00						-
	Manager	1	2.00						-1.00
3. Builds credibility through evidence	Self	1	4.00						-
	Manager	1	3.00						-1.00
4. Follows a logical progression of ideas	Self	1	4.00						-
	Manager	1	3.00						-1.00
5. Uses structure for clarity	Self	1	3.00						-
	Manager	1	2.00						-1.00
6. Demonstrates knowledge of the needs of the audience	Self	1	3.00						-
	Manager	1	2.00						-1.00

# Sample Report



Makes a Positive Impression		#	Mean	1	2	3	4	5	+/-
7. Builds rapport with the audience	Self	1	4.00						-
	Manager	1	3.00						-1.00
8. Projects professional competence	Self	1	4.00						-
	Manager	1	3.00						-1.00
9. Adds entertainment value when appropriate	Self	1	3.00						-
	Manager	1	2.00						-1.00
10. Knows when to stop talking	Self	1	4.00						-
	Manager	1	3.00						-1.00
11. Holds favorable attention	Self	1	4.00						-
	Manager	1	3.00						-1.00
12. Uses personal stories to build engagement	Self	1	3.00						-
	Manager	1	3.00						0.00
13. Uses purposeful gestures, facial expressions, voice tone and body language	Self	1	3.00						-
	Manager	1	3.00						0.00



Relaxed When Making Presentations		#	Mean	1	2	3	4	5	+/-
14. Communicates with confidence	Self	1	3.00			3.00			-
	Manager	1	3.00			3.00			0.00
15. Is interesting as a presenter	Self	1	4.00				4.00		-
	Manager	1	3.00			3.00			-1.00
16. Is a natural presenter	Self	1	3.00			3.00			-
	Manager	1	3.00			3.00			0.00
17. Demonstrates ownership of material	Self	1	3.00			3.00			-
	Manager	1	3.00			3.00			0.00
18. Overcomes barriers that restrict flexibility	Self	1	3.00			3.00			-
	Manager	1	4.00				4.00		1.00
19. Maintains sincere eye contact with the audience	Self	1	3.00			3.00			-
	Manager	1	3.00			3.00			0.00
20. Maintains professional composure under pressure	Self	1	3.00			3.00			-
	Manager	1	3.00			3.00			0.00



Communicates with Impact		#	Mean	1	2	3	4	5	+/-
21. Speaks clearly and concisely	Self	1	3.00						-
	Manager	1	3.00						0.00
22. Can make written text come alive	Self	1	3.00						-
	Manager	1	2.00						-1.00
23. Uses visual aids effectively	Self	1	4.00						-
	Manager	1	2.00						-2.00
24. Makes complex material understandable	Self	1	4.00						-
	Manager	1	2.00						-2.00
25. Relates to the audience at their level	Self	1	4.00						-
	Manager	1	3.00						-1.00
26. Develops emotional contact with the audience	Self	1	3.00						-
	Manager	1	3.00						0.00

# Sample Report



Sells Ideas		#	Mean	1	2	3	4	5	+/-	
27. Motivates a group to take specific action	Self	1	4.00						4.00	-
	Manager	1	2.00						2.00	-2.00
28. Answers challenging questions with poise	Self	1	3.00						3.00	-
	Manager	1	3.00						3.00	0.00
29. Uses facts and emotional content to sell an idea	Self	1	3.00						3.00	-
	Manager	1	3.00						3.00	0.00
30. Projects enthusiasm	Self	1	4.00						4.00	-
	Manager	1	4.00						4.00	0.00
31. Communicates in a convincing manner	Self	1	4.00						4.00	-
	Manager	1	3.00						3.00	-1.00
32. Demonstrates objectivity by offering a variety of options	Self	1	3.00						3.00	-
	Manager	1	3.00						3.00	0.00



## Highest Ranked Items

Question	#	Mean	1	2	3	4	5
30. Projects enthusiasm	2	4.00				4.00	
3. Builds credibility through evidence	2	3.50			3.50		
4. Follows a logical progression of ideas	2	3.50			3.50		
7. Builds rapport with the audience	2	3.50			3.50		
8. Projects professional competence	2	3.50			3.50		
10. Knows when to stop talking	2	3.50			3.50		
11. Holds favorable attention	2	3.50			3.50		
15. Is interesting as a presenter	2	3.50			3.50		
18. Overcomes barriers that restrict flexibility	2	3.50			3.50		
25. Relates to the audience at their level	2	3.50			3.50		

## Lowest Ranked Items

Question	#	Mean	1	2	3	4	5
26. Develops emotional contact with the audience	2	3.00			3.00		
27. Motivates a group to take specific action	2	3.00			3.00		
28. Answers challenging questions with poise	2	3.00			3.00		
29. Uses facts and emotional content to sell an idea	2	3.00			3.00		
32. Demonstrates objectivity by offering a variety of options	2	3.00			3.00		
2. Presents a clear message	2	2.50		2.50			
5. Uses structure for clarity	2	2.50		2.50			
6. Demonstrates knowledge of the needs of the audience	2	2.50		2.50			
9. Adds entertainment value when appropriate	2	2.50		2.50			
22. Can make written text come alive	2	2.50		2.50			





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## Item Ranking - Interpreting Results

The goal of this exercise is to identify specific strengths and growth opportunities and to develop goals to achieve performance improvement.

Examine the five questions with the highest mean. Do two or more of these fall within the same category driver? (Refer to the Item Analysis for drivers). If so, you may have identified a skill set, or specific area where you have multiple strengths.

List the category driver(s) where you may have a skill set:

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Examine the five questions with the lowest mean. Do two or more of these fall within the same category driver? (Refer to the Item Analysis for drivers). If so, you may have identified an area where you have multiple growth opportunities.

List the category driver(s) where you may have development opportunities:

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List specific steps that you can take to develop these behaviors. Remember to set SMART (Specific, Measurable, Achievable, Results-oriented and Time-based) goals.

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## Comments

Comments provided are transferred directly from the feedback as originally submitted.

**Please provide any additional comments here:**

**Self**

- Comments display here

**Manager**

- Comments display here