



## Team Assessment Questionnaire for Presentation Phase

### Competency Focus: Confidence Building

**Core Area:** Building Self-Esteem

**Can Do Statement:** *"I can communicate effectively in front of an audience with clarity and confidence."*

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### Question for Reflection:

- *"Did each team member confidently and clearly communicate their part of the presentation?"*
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### If the Answer is Positive (Evidence):

- **Evidence Examples:**
    - Team members spoke clearly and maintained good eye contact with the audience.
    - Presenters demonstrated enthusiasm and conviction when explaining their ideas.
    - Audience engagement (e.g., nodding, questions) reflected that the message was effectively conveyed.
  - **Feedback to the Team:**

"Great job presenting your ideas with confidence! The clarity and energy in your delivery made the audience connect with your message."
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### If the Answer is Negative (Call to Action):

- **Call to Action Steps:**
    1. **Practice Together:** Schedule a rehearsal session to refine delivery and reduce stage fright.
    2. **Support Each Other:** Assign a teammate to provide encouragement and constructive feedback during practice.
    3. **Visualize Success:** Imagine delivering the pitch confidently to reduce anxiety.
    4. **Use Tools:** Prepare cue cards or a structured outline to stay focused during the presentation.
  - **Motivational Prompt:**

"Think of your audience as supporters who are excited to hear your story. With a bit more preparation, your presentation will resonate even more!"
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## Competency Focus: Leadership and Role Allocation

**Core Area:** Taking Initiative

**Can Do Statement:** *"I can ensure that everyone in the team has a role and contributes effectively."*

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### Question for Reflection:

- *"Did the team assign roles effectively so that everyone contributed to the presentation?"*
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### If the Answer is Positive (Evidence):

- **Evidence Examples:**
    - Roles were distributed evenly, and all members spoke during the presentation.
    - Each speaker clearly understood and communicated their assigned part.
    - The presentation flowed smoothly, reflecting good coordination and planning.
  - **Feedback to the Team:**

"Fantastic teamwork! Assigning roles ensured everyone contributed, which made your presentation well-rounded and cohesive."
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### If the Answer is Negative (Call to Action):

- **Call to Action Steps:**
    1. **Review Roles:** Revisit the presentation outline to ensure roles are distributed fairly.
    2. **Build Trust:** Encourage quieter members to take on manageable parts to build confidence.
    3. **Set Clear Expectations:** Agree on responsibilities so each team member knows their part.
    4. **Practice Transitions:** Work on smooth handovers between speakers to improve the flow.
  - **Motivational Prompt:**

"When everyone has a role, it strengthens the team's message and showcases your combined efforts. Take time to align your roles and watch your presentation shine!"
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This questionnaire supports reflection on key competencies while providing actionable feedback to guide future improvement in the team's performance.