Presenter's Checklist

The presenter's checklist is used to maintain best practice service delivery by allowing volunteers to self-assess their own performance and effectively debrief with their staff supervisor.

	YES	NO	N/A
Before the education session, the presenter: • Reviewed the facilitator's notes and personalized the script. • Practiced presentation, if necessary, to ensure familiarity and comfort with the material. • Wrote down answers to potential questions. • If in-person, has presentation kit ready, along with handouts (See Dementia Education Checklist). • Checked presentation equipment and ensured laptop has no pending updates needed.			
The presenter managed the education session by: • Following best practices for presentations as outlined in training. • Providing space for the audience members to explore and discuss how their situation connects to the topic being presented. • Staying within scope and setting clear boundaries. • Managing time effectively, including time for questions.			
The presenter was a safe witness to the participants by: • Validating, attending, empathizing. • Using reflection and paraphrasing. • Allowing space for silence when appropriate. • Offering guidance and information, rather than giving advice.			
The presenter: • Was prepared and had all necessary resources available before the session. • Reviewed handouts ahead of time and understands what are required handouts and which are optional. • Welcomed participants upon arrival. • Provided participants with relevant information and resources. • Provided participants with information about Society programs. • Maintained the privacy of participants by protecting education attendance lists, KIT Forms, etc. • Followed up with participant questions/concerns in a timely manner or provided them with the DHL contact information. • Discussed the program evaluation survey.			
Following the presentation, the presenter: • Completed self-assessment/debrief guide (as necessary). • Debriefed with staff supervisor. • Reported attendance and handed in any necessary forms (KIT forms, Program Evaluations) to their staff supervisor.			

Alzheimer Society
BRITISH COLUMBIA

Self-Assessment & Debrief Guide

What went well?

- _____
- _____

What was most challenging?

- _____
- _____

What do I want to work on?

- _____
- _____

Are there any additional resources I need to feel more confident in my role?

- _____
- _____

Questions I have:

- _____
- _____

Areas I'd like support with:

- _____
- _____