**Manager’s Meetings & Sign Off**

**Make A Presentation – Performance Evidence**

**Unit of Competency:** **BSBCMM401**

This template is to help the student structure their meetings with their manager before the commencement of workplace assessments and for feedback afterwards. It should be submitted with the templates at the completion of the Module.

Note: There are 3 other options to completing this assessment if a discussion with your manager is not possible. These are (1) Attend the Proteus Implementation Day (ph 1300 219 903 for further information) (2) Arrange an appointment at a Proteus office (ph 1300 219 903) (3) Send in a Video to be assessed by your Proteus Course Coach

**Pre Workplace Assessment Activity Meeting**

**What to bring:** Blank Workplace Assessment 2

**Meeting Date:**

|  |  |
| --- | --- |
| **Agenda Item** | **Discussion Notes** |
| 1. **Module Content**

**Please note: The student is to have read the content of the module and completed all short answer questions prior to this meeting.**  | What were the standout concepts from this module and how could this be applied in your role ? |
|  | Managers suggestions / feedback. |
|  |  |
| 1. **Workplace Assessment 2**

**This discussion will determine the topic for the students My BIG Workplace Idea presentation and also record the Managers support.** **Please note: As a 3rd Party Assessor the manager MUST observe the performing the presentation in the workplace or a simulated environment.** | My BIG Workplace Idea  |
| Manager’s Suggestion |
| Confirmed Topic:Date of presentation:Location of presentation: |

**Student Name: Signature:**

**Manager Name: Signature:**

 **Signature:**

**Manager - Presentation Evaluation**

**TO BE COMPLETED BY THE MANAGER AFTER THE PRESENTATION HAS BEEN DELIVERED**

As an audience member how would you rate the students presentation? Make general comments for improving each of the areas below.

|  |
| --- |
| **Preparation – Were they prepared ? This includes the presentation itself and also the venue and any equipment required.** |
| **Content – Was the content clear and accurate ?** |
| **Delivery – This includes tone of voice, body language and eye contact.** |
| **Engagement – Was the presentation engaging ? What methods did they use to gain engagement ?** |
| **Visual Aids - Were visual aids used ? Provide feedback on these.** |
| **Presentation objective – Was this clear and did the student meet their objective ?** |

**Post Workplace Assessment Activity Meeting**

**What to bring:** Completed Workplace Assessment 2

Completed Student – Presentation Evaluation

Completed Manager – Presentation Evaluation

**Meeting Date:**

|  |  |
| --- | --- |
| **Agenda Item** | **Discussion Notes** |
| 1. **Presentation feedback**

**Discuss the presentation and information provided by the student and the manager in their presentation evaluation forms. Write a brief summary in the boxes on the right and action items for future presentations below.** | Student – Presentation Evaluation |
|  | Manager – Presentation Evaluation |
|  |  |
| 1. **Action Items**

**Based on feedback from your manager, what changes would you make to your presentation next time**. | 1. |
| 2. |
| 3. |

**Student Name: Signature:**

I confirm that I witnessed the My BIG Workplace Idea presentation by the above student on \_\_\_\_\_\_\_\_\_ and have provided feedback as per above.

**Manager Name: Signature:**