

## Resource 7: Meeting Observation Form (1)

This form is to be used by your critical friend to evaluate your contribution to a school meeting.

Dear .....

Thank you for helping me with this self-evaluation exercise. It is confidential to the two of us.  
Please carry it out unobtrusively and share your findings with me when we meet at:

.....

Positive contributions	Example	Example	Example	Example
Provided relevant information				
Gave helpful advice				
Opinion clearly and reasonably stated				
Corrected misinformation				
Listened carefully				
Encouraged others to contribute				
Moved the discussion on				
Clarified the issue				
Avoided impending confrontation				
Other				
Other				

Continued...

Negative behaviour	Example	Example	Example	Example
Took disagreement personally				
Remained silent				
Repeated viewpoint unnecessarily				
Talked too much				
Did not listen				
Lost concentration				
Irrelevant contribution				
Other				