Class Presentation Checklist and Module

Pre-Session

- Confirm you have a report for each individual in the group. In cases where there is insufficient data, print a FORD sample report for the individual to review and be prepared for interpreting is or her report later.
- Modify the Powerpoint as needed for the presentation

During Session

- Remind participants that their data are confidential.
- Before distributing the report, ask participants to commit to staying with you as you show each page of a standard report on the screen. This will reduce confusion and allow participants to have their data during the explanation.
- Carefully explain the purpose of each part of the report and solicit questions.
- Allow time for reviewing the data your are presenting, reminding participants they will have more planning time for analysis later.
- Be sure to build in quiet, reflection time after you have reviewed the report.
- Suggest that only data trends or summaries should be shared as appropriate.

Post Session

- Ask participants to forward questions to you or arrange for individual conversations as needed.
- Solicit a follow-up date for confirmation on action from the report OR have participants identity an accountability partner for later follow-up.

KEEP IN MIND

- Trends and patterns are more important than specific averages or numbers.
- Patterns within groups and across groups yield different insights.
- Calibration varies from department to department so remind participants that for some individuals, they rarely use the entire rating spectrum while others use all of it.
- Data points are “snap shots” and should be treated as such, and not seen as a “final answer” or the “whole truth” about how a behavior is demonstrated and experienced by others.