

# Virtual Producer Feedback Form

Skills	Observed?
<b><i>Creates a comfortable learning environment</i></b>	<input type="checkbox"/> Creates a welcoming online environment <input type="checkbox"/> Constantly monitors what goes on during the session <input type="checkbox"/> Responds to participants with empathy and encouragement
<b><i>Enables Participants</i></b>	<input type="checkbox"/> Listens to participants (verbal or in chat) <input type="checkbox"/> Assists participants by providing tech instructions as needed <input type="checkbox"/> Encourages participants to interact and engage <input type="checkbox"/> Draws out learners who are silent (in partnership with facilitator/presenter)
<b><i>Technical Agility</i></b>	<input type="checkbox"/> Demonstrates proficiency with basic platform features <input type="checkbox"/> Able to troubleshoot and identify common platform challenges <input type="checkbox"/> Gives clear instructions, as needed, for how to use platform tools
<b><i>Partnership Skills</i></b>	<input type="checkbox"/> Creates a seamless partnership with the presenter/facilitator for a quality participant experience <input type="checkbox"/> Follows facilitator guide/outline for activities and directions
<b><i>Makes the most of their voice &amp; video</i></b>	<input type="checkbox"/> Speaks clearly and audibly <input type="checkbox"/> Conveys enthusiasm for the virtual event <input type="checkbox"/> Sounds energetic and confident <input type="checkbox"/> Uses best practices for video/webcam (angle, lighting, etc.)
<b><i>Flexibility</i></b>	<input type="checkbox"/> Remains calm if/when technical challenges arise <input type="checkbox"/> Responds quickly to challenges <input type="checkbox"/> Moves to “plan b” if/as needed

## Additional Comments:

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