

EVALUATION OF REVIEW

It is good practice to make time to review and evaluate progress. To do this the scrutiny panel members are asked to think about the following statements and evaluate them based on the following ratings

- 0** = never happens
- 1** = hardly occurs at all
- 2** = occurs some of the time
- 3** = occurs most of the time

1.	Failure to clarify the task or objective	
2.	Failure to follow agreed directions and procedures	
3.	Members not listening to what other members are saying	
4.	Repeating the same arguments over and over again	
5.	Constantly interrupting each other	
6.	Trying to put others down	
7.	Silent members not encouraged to participate	
8.	Certain members allowed to dominate	
9.	Everyone pushing their own views	
10.	Unwillingness to compromise or accommodate others' needs	
11.	Not recognising how members are <u>feeling</u> about the discussion	
12.	Concentrating on making impressions, not on completing the task	
13.	Raising irrelevant or unhelpful points	
14.	Distracting from the process by holding private conversations	
15.	Not being clear on what's been decided or <u>who</u> is to take action	
16.	Failure to check on progress	
Total Score		

Additional Comments/thoughts/observations

Name