**Baldrige Presentation Tracking Form**

**Fax to (301) 948-3716 or e-mail to baldrige@nist.gov.**

**Attn: Marketing and Partnering Team**

Help us track your presentations and the quality of our outreach materials by answering the questions below. Please fax the completed form to (301) 948-3716 or e-mail it to baldrige@nist.gov. If you have any questions, call (301) 975-2036.

Name: Phone:

Date of presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of audience: 🞏 1–25 🞏 26–50 🞏 51–75 🞏 76–100 🞏 more than 100

## Type of audience (Check as many as apply.): 🞏 Business 🞏 Education 🞏 Health care 🞏 Nonprofit

What was the audience’s level of knowledge about Baldrige?

1. Not knowledgeable
2. Somewhat knowledgeable
3. Knowledgeable
4. Very knowledgeable

Additional comments about the audience:

What was the focus of the presentation?

🞏 Baldrige Award 🞏 Criteria (Business/Nonprofit) 🞏 Education Criteria 🞏 Health Care Criteria

🞏 Intro. to the Criteria 🞏 A Systems Approach and Tools 🞏 Baldrige Program Impacts 🞏 Intro. to the Baldrige Program

🞏 Self-Assessing Your Organization

🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you used the slides provided by the Baldrige Program, please rate them on the following items (1 = poor, 5 = excellent).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visual presentation | 1 | 2 | 3 | 4 | 5 |
| Ease of use | 1 | 2 | 3 | 4 | 5 |
| Overall effectiveness | 1 | 2 | 3 | 4 | 5 |

If you used the speakers’ notes provided in the slides, please rate them on the following items (1 = poor, 5 = excellent).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Content | 1 | 2 | 3 | 4 | 5 |
| Clarity | 1 | 2 | 3 | 4 | 5 |
| Overall effectiveness | 1 | 2 | 3 | 4 | 5 |

Did you use any other Baldrige Program materials?

🞏 Criteria brochures
🞏 *Your Guide to Performance Excellence* brochure 🞏 *Get on Board as a Baldrige Examiner* brochure
🞏 Other (please list)

How can the Baldrige Program improve the slides, speakers’ notes, or other Baldrige materials?

If you did not use Baldrige slides or speakers’ notes, please tell us why not.

# What materials did you use instead?

# If you have further comments on the slide set, speakers’ notes, or other Baldrige materials, please attach additional sheets.

 Revised 3/2014