



SKILLS

OF

COMMUNICATION

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## LEADERSHIP

### HOW TO MAKE AN EVALUATION

#### 1. DO YOU HAVE ANYTHING IN WRITING THAT TELLS YOU WHAT TO DO AND HOW TO GO ABOUT IT?

If the person says **"NO"**, the evaluation is over. Go back to your office and write the "Tasking and Guidance Document" to measure against. It should include the Goals & Objectives, with supporting Plans, Policies, and Programs, to carry them out - that very special technology resulting from years of trial and error. It enables all agencies to produce in the most effective way.

#### 2. HAVE YOU READ IT?

If the person says **"NO"**, the evaluation is over.

#### 3. DO YOU AGREE WITH IT?

If the person has the document, and has read the document, this part of the evaluation is where **you** find out how well **you** provided. It's where bloopers are corrected so everyone improves. You either marry the person to the technology or **you** make a change in it.

#### 4. CAN WE SEE HOW YOU'RE DOING IT?

Now, what's the **FIRST** question you should ask the first person you meet when you get out among the people in production?

JIM CAMPBELL  
Director for Research & Development