

# Historic Denver Tours - Certification

Docent Trainee: \_\_\_\_\_

## Instructions

Please rate the Docent trainee based on the scales for each category; 5 (excellent), 4 (very good), 3 (good), 2 (fair), 1 (poor). Extra space is provided for additional comments. The docent trainee is entitled to see this form. All corrections or comments will be held until end of Certification Tour where certifier will provide feedback. Successful Certification results will be emailed to docent at a later date.

<p><b>1. PRESENTS ACCURATE INFORMATION</b></p> <ul style="list-style-type: none"> <li>architects and their place in history</li> <li>names and dates for buildings</li> <li>distinguishes among architectural styles</li> <li>clearly explains architectural jargon/terms</li> <li>does not recite every detail, but has a theme and reason for information given</li> </ul>	<p>5-----4-----3-----2-----1</p> <p><b>Comments:</b></p>
<p><b>2. TOUR PLANNING AND ORGANIZATION</b></p> <ul style="list-style-type: none"> <li><i>introduction</i> is clear, succinct and descriptive</li> <li>themes and goals of tour clearly stated</li> <li>effective, logical transitions between ideas</li> <li>connects information to themes and goals</li> <li>compares/contrasts buildings</li> <li><i>conclusion</i> sums up, reinforces themes</li> </ul>	<p>5-----4-----3-----2-----1</p> <p><b>Comments:</b></p>
<p><b>3. TIME/SPACE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>completes the tour on time +/- 10 minutes</li> <li>chooses good vantage points for viewing buildings</li> <li>positions tour away from heavy pedestrian traffic</li> </ul>	<p>5-----4-----3-----2-----1</p> <p><b>Comments:</b></p>
<p><b>4. HOLDING AUDIENCE ATTENTION</b></p> <ul style="list-style-type: none"> <li>varies voice modulation</li> <li>uses hand gestures, varies facial expression</li> <li>makes eye contact</li> <li>uses conversational vs. lecture tone</li> <li>doesn't read from note cards</li> </ul>	<p>5-----4-----3-----2-----1</p> <p><b>Comments:</b></p>
<p><b>5. CREATIVITY</b></p> <ul style="list-style-type: none"> <li>tells interesting stories, anecdotes</li> <li>uses effective analogies, metaphors</li> <li>does not tell stories unrelated to tour route and buildings. Must be able to see building that they are talking about</li> </ul>	<p>5-----4-----3-----2-----1</p> <p><b>Comments:</b></p>

<b>6. VOICE PROJECTION</b> <ul style="list-style-type: none"> <li>▪ clear articulation</li> <li>▪ can be heard over street noise</li> <li>▪ faces audience when speaking; doesn't talk to building</li> </ul>	5-----4-----3-----2-----1  <b>Comments:</b>
<b>7. EXHIBITS A PLEASANT MANNER</b> <ul style="list-style-type: none"> <li>▪ appears comfortable and confident</li> <li>▪ represents Historic Denver in a professional manner</li> <li>▪ shows enthusiasm for material</li> </ul>	5-----4-----3-----2-----1  <b>Comments:</b>
<b>8. WILLINGNESS TO LEARN</b> <ul style="list-style-type: none"> <li>▪ open to receiving feedback from certifier</li> </ul>	5-----4-----3-----2-----1  <b>Comments:</b>

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Please evaluate the overall performance of the docent trainee:

\_\_\_\_\_ **Pass**

\_\_\_\_\_ **Needs to repeat certification tour because:**

**Additional comments:**

Certifier: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_