

Success Factors for Facilitators Self-Assessment

Consider **your** skills and rate 1-5 for each factor below

1 being not comfortable for you and 5 being very comfortable for you

1. Facilitate versus lead the sessions. Avoid being prescriptive and overly directive. Instead, guide participants. _____
2. Acknowledge others' comments explicitly. _____
3. Adjust the session agenda in real time, balancing the speed the audience can reasonably achieve with the ultimate objectives of the course. _____
4. Actively listen to and engage with others. Read body language and facial expressions to gauge participants' state of mind. Use your assessment of participants' state of mind to adjust strategies when necessary. _____
5. When flip charting, record participants' thoughts and specific words versus your own, as appropriate. _____
6. Ensure that the classroom is a learning environment. _____
7. Ensure that *you* are OK with everyone in the room. If you have misgivings or negative feelings about someone, always avoid making that the basis for your decisions and actions in facilitation. _____
8. When participants go off on tangents, provide them a line of sight to how their discussion connects to the learning objective(s). _____
9. Balance the group's overall dynamics. Gauge their collective temperament and lean the other way as needed for them to practice balance themselves. _____
10. Always allow for hot topics to be raised, but diffuse the emotional pitch that often accompanies them. _____
11. Use resources and support. _____

Source: Adapted from American Public Human Services Association (2009)