

Facilitation Skills Self-Assessment

Following is a list of behaviors involved in effective facilitation skills. Rate your ability to demonstrate these behaviors by circling the appropriate number for each item using the rating system below:

1=VERY LITTLE OR NO ABILITY (I know little or nothing about this.)

2=AVERAGE ABILITY (I have done this a few times but have a lot to learn.)

3=ABOVE AVERAGE ABILITY (I do this regularly and feel confident in this area.)

4=GREAT DEAL OF ABILITY (I know this well enough that I could teach it to others.)

- | | | | | |
|--|---|---|---|---|
| 1. I understand the stages of group formation (Tuckman). | 1 | 2 | 3 | 4 |
| 2. I understand the difference between presenting and facilitating | 1 | 2 | 3 | 4 |
| 3. I understand the roles of the facilitator | 1 | 2 | 3 | 4 |
| 4. I involve participants in establishing and maintaining the learning environment. | 1 | 2 | 3 | 4 |
| 5. I use opening (warm-up) activities to gain participant involvement. | 1 | 2 | 3 | 4 |
| 6. I provide effective feedback to participants regarding their participation. | 1 | 2 | 3 | 4 |
| 7. I provide time for participants to structure, frame and ask questions or voice concerns. | 1 | 2 | 3 | 4 |
| 8. I effectively paraphrase or restate participants' questions, comments and observations in an effort to make sure I (and other learners) understand. | 1 | 2 | 3 | 4 |
| 9. I effectively use various questioning techniques. | 1 | 2 | 3 | 4 |
| 10. I effectively use my voice (tone, projection, inflection), gestures and eye contact. | 1 | 2 | 3 | 4 |
| 11. I am able to accurately observe non-verbal signals during group sessions. | 1 | 2 | 3 | 4 |
| 12. I know the various roles that people play in groups. | 1 | 2 | 3 | 4 |
| 13. I manage group interactions, draw in quiet participants, and manage participants who try to monopolize the interaction. | 1 | 2 | 3 | 4 |

- | | | | | |
|---|---|---|---|---|
| 14. I effectively mediate conflicts among participants and use it to foster learning and enhance understanding. | 1 | 2 | 3 | 4 |
| 15. I keep discussions on topic and activities focused on outcomes. | 1 | 2 | 3 | 4 |

Based on your self-assessment, what are your:

Facilitator Strengths:

Facilitator Growth Opportunities:

Areas that I want to focus on during this Facilitation Basics Module: