

SELF EVALUATION OF MY FACILITATION SKILLS

Please give yourself a score from 1 to 5 in each of these areas

(1 = Poor to 5 = Excellent)

1	I set out the ground rules at the beginning of the year	
2	I have a plan for each of my meetings	
3	In planning I consider the climate, environment and room arrangements	
4	I consider the school calendar (Year plan) when organising my meetings	
5	I focus during meetings on how to get people to participate in the process	
6	I bring out the ideas and opinions of those in my group	
7	I never take sides	
8	I spend a lot more time listening rather than talking	
9	Everyone in my group feels comfortable when speaking	
10	I keep the agenda moving forward at each meeting	
11	I have strategies to prevent problems arising	
12	I have a strategy to deal with the dominator in the meeting	
13	I have a strategy to deal with the upset and emotional person	
14	I have a strategy to deal with the silent person in the room	
15	I have a strategy to deal with the cynical group member	
16	I have a strategy to deal with mobile phone use during the meetings	
17	If needs be, I am flexible with the agenda	
18	All my contributions are welcoming and positive	
19	I am good at wrapping up the meeting and summarising the main learning from it	

This is a self-reflection exercise to aid a subsequent group discussion

Positives	What I need to improve on	Notes: