



Facilitation Self-Assessment

Use this self-assessment to gauge your adherence to a number of basic facilitation tasks and skills. Each task/skill is ranked 1-7, 1 being "I never do this," and 7 being "I always do this." After the assessment, we'll discuss some of our answers to find common ground and "facilitation basics" topics to tackle in our last two sessions.

Logistics and Planning

1. I try to find a room for the expected number of attendees – not too large, not too small.

1 2 3 4 5 6 7

2. I solicit agreement on regular meeting times and locations from members of the group.

1 2 3 4 5 6 7

3. I create and share a meeting agenda at least 24 hours before the meetings I facilitate.

1 2 3 4 5 6 7

4. I ensure each meeting I facilitate has clearly defined objectives.

1 2 3 4 5 6 7

Starting the Meeting

5. At the beginning of the group – I lead participants through a group norms/ground rules exercise.

1 2 3 4 5 6 7

6. I start the meetings I facilitate at the planned time.

1 2 3 4 5 6 7

7. I plan time for welcome and introductions in the meetings I facilitate.

1 2 3 4 5 6 7

8. I review the agenda and objectives for each meeting I facilitate.

1 2 3 4 5 6 7

During the Meeting

9. I maintain neutrality during the meetings I facilitate.

1 2 3 4 5 6 7

10. During group discussions I allow the group to lead, but guide them back in the right direction when they get off track.

1 2 3 4 5 6 7

11. I stick to the agenda for meetings I facilitate.

1 2 3 4 5 6 7

12. When we deviate from the agenda, it is to allow the group to make progress on shared goals.

1 2 3 4 5 6 7

13. I check in with the group to secure agreement on any deviations from the agenda.

1 2 3 4 5 6 7

14. I periodically revisit group norms/ground rules when I think a group member, or the group generally, needs to be reminded of the norms they agreed to.

1 2 3 4 5 6 7

15. I read the room, watching member engagement, ensuring everyone has the opportunity to contribute and no one dominates the conversation.

1 2 3 4 5 6 7

16. I intervene when someone attacks another's ideas or contributions, or when someone tries to derail the meeting.

1 2 3 4 5 6 7

Closing the Meeting

17. I review the goals we accomplished.

1 2 3 4 5 6 7

18. I remind members of any action commitments they made during the meeting.

1 2 3 4 5 6 7

19. I remind members of the next meeting time and location.

1 2 3 4 5 6 7

20. I thank members for attending.

1 2 3 4 5 6 7

Follow-up

21. I send out meeting minutes or notes after each meeting.

1 2 3 4 5 6 7

22. I remind the group of any action commitments they made and their associated deadlines.

1 2 3 4 5 6 7

23. I follow-up directly, one-on-one (via e-mail, phone, or in-person), with members who couldn't attend to ensure they stay up-to-date with group progress.

1 2 3 4 5 6 7

Discussion

- What three facilitation tasks/skills do you believe are your strongest?
 - 1.
 - 2.
 - 3.
- What three facilitation tasks/skills would you most like to improve upon?
 - 1.
 - 2.
 - 3.
- What facilitation experiences came to mind while taking this assessment? Where they positive or negative experiences? What went well? What would you have done differently?