

Facilitator Self-Assessment Tool

Instructions: Use this job aid to help you reflect on your performance as a facilitator. When a group discussion session is over, reflect on your performance, rate yourself, and think about how you can practice and improve as a facilitator for your next session. Assess your performance by checking the appropriate box for each skill/behavior using the following scale:

S=I'm feeling Strong // G=I'm making Good progress // MP=I need More Pactice

	S	G	MP
I was prepared for the session. Chairs were arranged in a circle to foster participation.			
I sat with the group members instead of standing at the front "lecture" style.			
I shared the importance of active listening and respecting the ideas of others.			
I asked a question as an icebreaker that allowed participants to share something about themselves in a non-threatening, enjoyable way.			
I asked open-ended questions that began with Who, What, When, Why, or How.			
I allowed group members to select or focus on a nutrition or WIC-related topic of interest to them.			
I made sure that all group members had an opportunity to participate.			
I watched for non-verbal signs that may have indicated that someone wanted to respond or ask a question.			
I avoided allowing just a few group members to monopolize "air time."			
I recognized fears or disagreements among group members and brought them out into the open.			
I modeled active listening by focusing on individuals when they were speaking.			
I gave positive reinforcement and feedback with a nod or word of praise.			
I used words that everyone was familiar with, avoiding technical or medical terms.			
I brought the group back to a topic when it strayed from the main issue and obtained agreement from the group when it was time for a change of topic.			
I avoided debating ideas with group members.			
I accepted and respected the feelings of group members without necessarily agreeing with their points of view.			
I resisted the urge to "teach." Instead, I listened, talked with, and learned something from the participants and their experiences.			
I dealt with misinformation in a positive and constructive way.			
I brought ideas together. I highlighted certain points made during the conversation.			
I had the group members share one new thing they learned or something they may do differently.			
What I plan to practice and strengthen the next time I facilitate a group discussion:			