

FACILITATOR COACHING FORM

Name: _____

Date: _____

PREPARATION

- Arrange the setting?
- Organize materials?
- Prepare flip charts?
- Welcome participants at the door?

PREPARATION

- Effective introduction?
- Demonstrate facilitation techniques?
- Use flipchart skillfully?
- Use workbook?
- Appropriate pace?
- Stay focused on the topic?
- Use appropriate non-verbal skills?
- Speak and enunciate clearly? Project voice?

LEARNING ENVIRONMENT

- Make the learning interesting?
- Use relevant examples?
- Address disruptive
- Handle incorrect answers?
- Reinforce positive behavior?

ESTABLISH CREDIBILITY

- Demonstrate understanding of / comfort with the content?
- Display confidence?
- Maintain composure?

COMMUNICATE CONTENT and PROCESS

- Knowledge of the materials?
- Organized delivery?
- Refer to plenary, speakers or other context?
- Summarize the key learning points clearly?
- Listen well?
- Check for understanding?
- Make smooth transitions?
- Effective group management? (breaking the group into small groups, bringing small groups back together)

DEAL WITH THE UNEXPECTED

- Handle unexpected events?
- Manage difficult situations or participants?
- Display flexibility?
- Manage time and topics?

ENSURE LEARNING OUTCOMES

- Assess individual learning?
- Encourage on-the-job application? (Use of action plan or discuss application of concepts)
- Review Learning Objectives at conclusion?

ENCOURAGE PARTICIPATION

- Make eye contact?
- Appear relaxed and pleasant?
- Encourage all to share ideas?
- Use encouraging body language?
- Provide reinforcement for participation?
- Exhibit non-judgmental behaviors?

STRENGTHS	OPPORTUNITIES	GENERAL COMMENTS