

Facilitation Self-Assessment Checklist

Why Self-Assessment Matters

Great facilitators **continuously reflect and improve** their skills. This checklist helps you **evaluate your strengths, identify areas for growth, and refine your facilitation techniques**. Use this tool after sessions to assess your effectiveness and set goals for improvement.

1. Pre-Session Preparation

- ✓ Did I clearly define the **objectives** for this session?
 - ✓ Did I **review materials** and prepare structured discussion prompts?
 - ✓ Did I create an **inclusive and comfortable environment** for participants?
 - ✓ Did I anticipate **potential challenges** and prepare strategies to address them?
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2. Facilitation & Engagement

- ✓ Did I **establish group agreements** at the beginning?
 - ✓ Did I **balance participation**, ensuring all voices were heard?
 - ✓ Did I **use active listening** and encourage deeper discussion?
 - ✓ Did I remain **neutral and avoid leading questions**?
 - ✓ Did I adjust my approach based on **group energy and engagement levels**?
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3. Handling Challenges & Group Dynamics

- ✓ Did I effectively **redirect off-topic discussions** without shutting anyone down?
 - ✓ Did I manage **dominant voices** while encouraging quieter participants?
 - ✓ Did I navigate **resistance or defensiveness** with curiosity and respect?
 - ✓ Did I use **de-escalation techniques** when tension arose?
 - ✓ Did I maintain a **supportive and solution-focused tone**?
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ADVOCATE. ACT. ADVANCE.

4. Closing & Reflection

- ✓ Did I summarize **key takeaways** from the session?
 - ✓ Did I allow participants to **reflect and share final thoughts**?
 - ✓ Did I **gather feedback** from participants on their experience?
 - ✓ Did I reflect on **what worked well and what could be improved**?
 - ✓ Do I have an **action plan** for refining my facilitation approach?
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Reflection Questions

- What was my biggest facilitation success in this session?
- What was the most challenging moment, and how did I handle it?
- What is **one skill or strategy** I want to improve in my next session?

Final Thought:

Facilitation is a skill that evolves with **practice, feedback, and self-awareness**. Regular self-assessment helps you become **more adaptable, confident, and effective** in guiding discussions. Keep learning and refining your approach!