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Suggestions for Using “How Effective a Facilitator Are You?”

Objectives:

- Evaluate facilitation skills
- Determine areas for growth

Intended Audience:

- Managers facilitating meetings of diverse teams
- HR professionals, facilitators, consultants, and trainers with diverse groups who lead meetings, problem-solving sessions, or workshops where their neutrality is essential

Processing the Activity:

- Distribute the questionnaire and ask participants to focus on a meeting or seminar they recently led.
- With that session in mind, ask participants to rate themselves on a 1 to 5 scale, 5 being best.
- Have participants then pair up (or use small groups) and discuss their evaluations.
- Ask them to focus on what this questionnaire suggests their facilitation strengths and weaknesses are and what they need to do differently.

Questions for Discussion:

- How did you feel while you were filling this out?
- Would your answers change depending on the group you are facilitating? If so, what does this information suggest?
- What good news did you discover about your facilitation skills?
- What do you think those who attend your workshops and meetings would say about your skills?
- What do the data suggest you need to do differently in order to improve your skills?
- What suggestions can you give one another (in pairs or small groups) that will be helpful to you?

Caveats, Considerations, and Variations:

- Small groups increase feelings of safety and security when people can freely discuss their insights and then get feedback.
- Putting two sets of pairs together for the last discussion questions may increase the number of ideas offered.