FACILITATOR SELF-REFLECTION EXERCISE:

PREPARATION FOR FACILITATION SESSION:

Did I:
- Read and reflect on the topic planned for the session?
- Find or create appropriate resources?
- Identify and work on the understanding and skills I have for leading the session?
- Develop a well-structured (yet flexible) plan for the session?

CONDUCTING THE DISCUSSION SESSION

Did I:
- Keep the group on track to achieve the objectives in the given time-frame?
- Clarify the goal/s of the discussion?
- Create an inclusive environment for group participants?
- Determine the existing knowledge levels of the group?
- Initiate the discussion with an engaging question or challenge?
- Use mainly open-ended questions or comments?
- Listen actively and non-judgementally and encourage group members to do likewise?
- Keep the discussion from being dominated by one or two group members?
- Invite quiet participants to contribute?
- Paraphrase (restate) ideas and suggestions?
- Steer any conflict away from personalities and toward task-related issue/s?
- As needed, help the group reach satisfactory conclusion/s?

GOALS FOR NEXT SESSION (WHAT WOULD I DO DIFFERENTLY / BETTER?):