

HOW Facilitator Observer Form

Date: ___/___/___ Facilitators _____ Session # _____

FACILITATION SKILLS

For each job responsibility please indicate if job duty was completed or not. Please use the comment section on the back for further notes.

Ratings: E = Excellent S = Satisfactory NI = Needs improvement N/A = Not applicable

| Group inclusion: | | | | |
|--|---|-----|----|-----|
| Looks at more than one person at a time when speaking | | Yes | No | N/A |
| Enforces ground rules | E | S | NI | N/A |
| Uses verbal invitations to encourage participation with caution | E | S | NI | N/A |
| Follows up with women who were reluctant to participate after the session | | Yes | No | N/A |
| Allows adequate time for the women to express their personal stories | | Yes | No | N/A |
| Sensitive to the women's personal accounts, comments, and suggestions | | Yes | No | N/A |
| Encourages participants to make use of their "buddy" | | Yes | No | N/A |
| Demonstrates effective listening skills: | | | | |
| Tries to understand what each participant is saying (i.e., by asking further questions for clarification) | E | S | NI | N/A |
| Deflects questions back to the group | E | S | NI | N/A |
| Paraphrases participants' answers | E | S | NI | N/A |
| Encourages dialogue: | | | | |
| Uses invitations to encourage participation | E | S | NI | N/A |
| Answers questions with confident tone and presence | E | S | NI | N/A |
| Answers questions with accurate information | | Yes | No | N/A |
| Thanks or affirms participants for response/question | | Yes | No | N/A |
| Remains non-judgmental: | | | | |
| Refrains from discussing own personal values | | Yes | No | N/A |
| Reacts to comments made by participants in a non-judgmental manner | | Yes | No | N/A |
| Good control of body language, facial expressions, and gesture (to minimize perception of judgment) | E | S | NI | N/A |
| Enforces "respect for other's opinion" ground rule | | Yes | No | N/A |
| Co-facilitation skills: | | | | |
| Shares facilitation tasks appropriately with co-facilitator(s) | | Yes | No | N/A |
| Demonstrates professionalism when working with co-facilitator(s) (i.e., respectful to each other, do not interrupt each other) | E | S | NI | N/A |
| Assists each other where needed (i.e., include something a co-facilitator overlooked) | | Yes | No | N/A |
| Evaluation survey administration: | | | | |
| Follows appropriate survey administration guidelines (timing, distribution and collection, has properly labeled envelopes, extra pens, Spanish versions) | E | S | NI | N/A |
| Tells participants that surveys are voluntary and anonymous | | Yes | No | N/A |
| Tells participants that survey is an evaluation, not a test | | Yes | No | N/A |
| Expresses appreciation for participation | | Yes | No | N/A |
| Makes referrals where appropriate | | Yes | No | N/A |

COMMENTS