

FACILITATOR CHECKLIST

Before Working with a Group:

- Is there clear agreement between facilitator and the group (or the leader) for what facilitation role is to be used?
 - Observer facilitator or meeting manager facilitator?
 - Which processes are to be facilitated: Technical, meeting, group?
- Is the facilitator aware of own personal style and needs and how this can impact effective functioning as a facilitator?

While Working with a Group:

- Does the group have an agreed to set of norms and do they follow them?
- Is there a defined technical process and is it being followed?
- Does the group have and follow a meeting agenda?
- Does the group document required actions and follow up on progress?
- Do group members really listen to what the others are saying?
- Are decisions being made via a productive method?
- Is the facilitator ensuring that the group takes responsibility for outcomes?
- Is the group type and duration considered when deciding which type of intervention to use (e.g., redirect, observe, explore)?