Activity 1: Facilitation Observation Tool

Sometimes learning-by-doing is preceded by learning-by-observing. In this activity you will observe a Facilitator in action. Pay attention to the following nine elements. Rate the facilitator accordingly and write any comments good or bad. What would you do different. How would you improve the interaction? What, if anything, did you learn?

Facilitation Elements

Participation:
Poor
Good
Excellent

Those with a stake or an interest in the issue are participating.

Facilitator Role:
Poor
Good
Excellent

Facilitator is a neutral guide and coaches the process of convening people.

Shared Vision:
Poor
Good
Excellent

The group has clear goals and vision for action.

Effective Processes:
Poor
Good
Excellent

Effective methods and processes are used to guide/facilitate the group work.

Diversity Utilized:
Poor
Good
Excellent

Diverse views are honored, recognized, and utilized, bringing experiences and insights for the greater good of the group.

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5 Anderson, Marian; Sharon Roe Anderson, Mary Laeger-Hagemeister, Donna Rae Scheffert. Facilitation Resources. Volume 1, Understanding Facilitation. University of Minnesota Extension. 1999 Pg. 1.14-1.15
### Planning and Feedback:

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<tr>
<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
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Thorough planning, feedback, and group reflection are used to improve facilitation.

Comments:

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### Supportive Atmosphere:

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<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
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The atmosphere assumes mutual respect, trust, and self-confidence.

Comments:

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### Group Progress:

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<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
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The group progresses toward the agreed-upon or renegotiated goals.

Comments:

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### Learn from Experiences:

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<th>Poor</th>
<th>Good</th>
<th>Excellent</th>
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Participants and facilitator learn from their experiences to build upon their capacities as productive, contributing citizens.

Comments:

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### Other comments or observations that you have: