

Please circle (or indicate in some way) the reason in which you are using this form: Peer-evaluation or **Self-evaluation**

GROUP FACILITATION SKILLS EVALUATION

Rate the group facilitator using the following scale:

N/A= not applicable 0= Unsatisfactory 1 = Needs Improvement 2= Acceptable/ Average 3= Above average/ Excellent

Sequential Skills <i>(order may vary as long as it is conducive to session flow)</i>	Not Applicable	Unsatisfactory	Needs	Acceptable/Av	Above Average	Comments / Feedback <i>(If this form is being used for self-evaluation, please provide your self-corrections in this section).</i>
First Session Only						
Names / Introductions	N/A	0	1	2	3	In this section, I think I did a pretty good job of helping everyone get to know each other, but I think I was operating under the premise that they already knew each other. So, instead of exchanging names, I got more information about them as people. This probably would have been the same way if I had gone to the elementary school as planned because those kids would have known each other too. So, I would have introduced myself and had Katie introduce herself just like I did yesterday.
Clarifies Facilitator Role	N/A	0	1	2	3	This could have been more clearly laid out. I was not specific about what exactly my job was. I just introduced myself as the facilitator. I could have gone over what my purpose within the group was. I should have told them what I was there to do and not just who I was.
Discusses Purpose of the Group	N/A	0	1	2	3	I did not do this at all. I skimmed over it entirely. I should have been more clear. I lead them in blindly. I should have told them that the purpose of the group was to help them establish their goals and work with them on how to accomplish those goals. And while this was what we talked about, I did not make a point to say that this was the purpose of the group.

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Establishes Group Rules with Group Input	N/A	0	1	2	3	I think this part went really well. I established with the group that in order for our group to run successfully there should probably be some guidelines that we determined. But I made sure to tell them that these were not "rules" but "guidelines." No one likes to hear the word rules, but guidelines seems less harsh. The group was a little quite, but they were able to come up with a short list of things that they thought would be appropriate as guidelines.
All Sessions						
Warm Start to Group Session	N/A	0	1	2	3	I think there was a very warm start to group. Nothing was rushed. No transitions were super rushed. Everything seemed to flow into the next. It went well.
Reviews Agenda for Session	N/A	0	1	2	3	I went through the plan that I had created (in less detail) right after we created the guidelines so they could know the direction we were headed in. Then I asked if there were any questions. This went really well!
Reminds Members of Group Rules	N/A	0	1	2	3	Throughout the session, I did not see anyone that needed to be reminded of the rules. They were really easygoing. No one talked out of turn or was disrespectful in any way.
Leads Icebreaker Activity	N/A	0	1	2	3	For our icebreaker/get to know you activity I had them find one item in their house to represent who they were. I told them I was purposely leaving that very vague because I wanted them to interpret that for themselves. This went really well! They were all able to convey something about themselves by the items they brought back to the session. I learned something new about each and every one of them. I also made sure to affirm them and thank them for sharing with the group.
Develops Session Content Proficiently	N/A	0	1	2	3	This also went very well! I was able to move through my planned content very well. We talked

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						<p>about what goals we had for the future and how to accomplish those goals even if there were hurdles in our way.</p> <p>When I asked for responses to my questions, they were very quiet, but they were really good with the silence I provided them. They took the silence as a sign to answer but not in a forced way.</p>
Implements a Variety of Group Engagement Methods	N/A	0	1	2	3	<p>I had the game in the beginning and toward the middle I used a music video clip to bring my "don't give up" point home. But I did see that I was losing them toward the end. I wish I had more time to add something in the last 10 minutes, but I was afraid that I wouldn't have enough time.</p>
Ends Session	N/A	0	1	2	3	<p>I think that this went very smoothly. The group members didn't seem to think it was abrupt, they were really great about listening straight through until the end.</p> <p>Katie and I summarized what the topic is going to be next week and we asked if there were any questions. Then I ended by telling them it was nice to meet them and I hoped to see them all back next week.</p>
<i>Skills Demonstrated Throughout</i>						
Paraphrasing - Reflecting Content and Feelings	N/A	0	1	2	3	<p>I did not do this because I didn't see a good opening for it throughout the session. Looking back, there were several instances where I could have used this, like when someone talked about their goals and how hard it was to accomplish past goals I could have said something like "So, what I hear you saying is that in the past it has been hard to accomplish your goals because..."</p>
Empathy	N/A	0	1	2	3	<p>I think I was able to be indirectly empathetic throughout the whole session. I was able to make my group members feel at ease about the things they said and make them feel as though they were accepted.</p>
Encourages Members to Share	N/A	0	1	2	3	<p>This is something I think I did very well. I made</p>

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						sure to affirm everyone every time they shared something. I said things like "Thank you so much for sharing that" and "Wow! Very insightful. Thank you for being willing to share that with the group." I wanted to make sure that everyone who felt strong enough to share was thanked and felt good about it.
Positively Handles Disruptive Behavior (if applicable)	N/A	0	1	2	3	There were no disruptive behaviors.
Exemplifies Positive Demeanor and Energy	N/A	0	1	2	3	I think I was able to maintain a positive demeanor and energy. I kept a smile on my face and made sure to act friendly throughout the entire session. (Despite my high fever.)
Balances "Air Time" Appropriately	N/A	0	1	2	3	I felt as though I did this well. I underbudgeted my time by a little bit. I had planned on them talking more so I budgeted more time on the discussion portions and ended up running a little short on time. But nothing was rushed which seems more important.
Facilitators Seems Prepared to Lead the Session	N/A	0	1	2	3	In my opinion, I was very prepared. I had laid out everything we were going to do ahead of time and even planned the questions I was going to ask in the discussion. I wanted to make sure everything ran smoothly. And, for the most part, the session went well!
<i>Group Session Preparation</i>						
Leader Arrives Early & Prepared (<i>with handouts/props, etc., arranges room in a group friendly manner, etc.</i>)	N/A	0	1	2	3	I was early to class and prepared for my presentation. I even emailed my group members something the morning before the session. I sent them a phone background with the "takeaway phrase" from the session: "Don't Stop Until You're Proud"
Facility is Arranged Back to Original Order (<i>chairs, lights off, etc.</i>)	N/A	0	1	2	3	Not applicable for a virtual meeting.
Leader Heeds Allotted Time for Session	N/A	0	1	2	3	I was slightly under my time by about a minute and a half, but this was due to the lack of conversation in the discussion portions. I allotted too much time

