

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 facilitator using the following scale: N/A= not applicable; 0= Unsatisfactory; 1 = needs improvement; 2= acceptable/average; 3=above average/excellent

#### Sequential Skills (order may vary as long as it is conducive to session flow)

<b>First Session Only</b>						<b>Comments</b> (If this form is being used for self-evaluation, please provide your self-corrections in this section)
Names / Introductions	N/A	0	1	2	3	
Clarifies Facilitator Role	N/A	0	1	2	3	
Discusses Purpose of the Group	N/A	0	1	2	3	
Establishes Group Rules with Group Input	N/A	0	1	2	3	

#### All Sessions

Warm Start to Group Session	N/A	0	1	2	3	She opened this session well and it seems as though she was welcoming and put the group members at ease.
Reviews Agenda for Session	N/A	0	1	2	3	Dru went over her agenda with her clients before she started anything else. She explained to them how long the session would take, what they would be doing, and she also reminded the clients that the following week would be their last session together.  This part of the session was done very well. The group had the opportunity to know what to expect during their session that day. One improvement could possibly be asking if anyone had any questions before she began.
Reminds Members of Group Rules	N/A	0	1	2	3	Dru did a great job at reminding the members about confidentiality.  I do not know if they had other rules in her group, but they were not mentioned at the beginning of the session.
Leads Icebreaker Activity	N/A	0	1	2	3	Dru explained her activity well and answered questions that members had about the game. She was supportive and did not pressure members to share.  I do not have any improvements for Dru in this area.

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Develops Session Content Proficiently	N/A	0	1	2	<b>3</b>	From what I could hear, Dru was proficiently prepared for this session. She was confident in what she was saying, and would break down and define things that members struggled with. She re-words questions that members cannot understand.
Implements a Variety of Group Engagement Methods	N/A	0	1	2	<b>3</b>	Started off session with an activity to get everyone opened up and then led into a discussion.
Ends Session	N/A	0	1	2	<b>3</b>	<p>She lets the members know that time is running out for their session that day. She summarizes the importance of staying active and positive no matter what age they are. She also reminds them of their "party" that they will be having next week and asks about any favorite snacks.</p> <p>One possible improvement could be thanking everyone for participating in this session and opening up to have this discussion with her.</p>

### Skills Demonstrated Throughout

Paraphrasing - Reflecting Content and Feelings	N/A	0	1	2	<b>3</b>	Dru paraphrases a lot in her session. This may be due to the fact that sometimes her members cannot hear the answers of others.
Empathy	N/A	0	1	2	<b>3</b>	Even though Dru has never been an elderly individual, she was very empathetic throughout her session and seemed like she cared about everyone's individual responses. She displayed lots of active listening. Dru also reassures members that this is a safe place for them to share their answers.
Encourages Members to Share	N/A	0	1	2	<b>3</b>	Has everyone go around and share their answers. When members cannot think of an answer, she says "We will give you some time to think and come back to you". She always thanks the members for sharing their answers.
Positively Handles Disruptive Behavior (if applicable)	N/A	0	1	2	<b>3</b>	I do not think this falls under disruptive behavior, but a lot of members had a hard time hearing the questions and answers. Dru would then either speak louder or move

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						closer so that the members could hear her.
Exemplifies Positive Demeanor and Energy	N/A	0	1	2	<b>3</b>	She has such a positive energy in her session and I can sense it through the audio. She laughs at jokes that members make and makes the members feel welcome. She also brings a positive aspect to the group. Compliments members and keeps everything positive.
Balances "Air Time" Appropriately	N/A	0	1	2	<b>3</b>	Dru lets everyone share their answer and is not hogging the air time. There does not seem to be one member who wants to share more than others, so this seemed to work well for her. She notices when members are sitting quietly and not responding, and she has them answer the questions as well.
Facilitators Seems Prepared to Lead the Session	N/A	0	1	2	<b>3</b>	From what I can hear, Dru seemed as though she was more than prepared to lead this session. Her support facilitators helped her in certain ways which benefited Dru. I do not know if she had notes, but she was very organized and had a good flow with her content for the session.

### Group Session Preparation

Leader Arrives Early & Prepared ( <i>with handouts/props, etc., arranges room in a group friendly manner, etc.</i> )	N/A	0	1	2	3	
Facility is Arranged Back to Original Order ( <i>chairs, lights off, etc.</i> )	N/A	0	1	2	3	
Leader Heeds Allotted Time for Session	N/A	0	1	2	<b>3</b>	Dru met the time limit that she told the group at the beginning of how long the session would take.

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**Overall Feedback** *(use for BOTH peer- and self-evaluations. Be specific and detailed.):*

*Strengths (What went well? What are the leader's strengths?, etc.):*

Overall, Dru did an amazing job with this session. I could tell that she had prepared her content and knew exactly where she wanted to go. I really liked how she always thanked the members for sharing and also met their needs. She would break down more complicated questions to make them simpler so that they could be understood.

*Recommendations (What are some things the leader can improve on or skills they may want to further develop? What are some suggestions you can provide the leader on ways to improve his/her group facilitation skills? Be specific and detailed.):*

Remembering to review all of the group rules at the beginning of the session is one recommendation that I have for Dru. Other than that I do not believe that I have any more recommendations. From what I critiqued, the members seemed to enjoy the topic and engaged very nicely.