

HANDOUT 3.2: FACILITATION FEEDBACK CHECKLIST

Instructions: Course facilitators will complete this checklist after each facilitation presentation and give the completed checklist to the presenter.

Presenter's Name

5 Minute Facilitation Feedback Checklist		
Skills	Demonstrated	Needs Improvement
1. Appropriate Eye Contact		
- Looked at people's eyes - Continually scanned the group with your eyes - Looked at the whole group	☐	☐
2. Body Movement		
- Faced the majority of the people - Varied your position in the room - Stood with good posture - Walked toward people when they spoke	☐	☐
3. Gestures		
Used natural and engaging gestures	☐	☐
4. Facial Expressions		
- Smiled and was enthusiastic - Had an open, friendly expression	☐	☐
5. Voice/Speech		
- Spoke loudly enough to be heard - Varied the pitch and pace of the presentation - Slowed down for important points - Used pauses and transitions	☐	☐
6. Asking Questions		
- Asked clear, concise questions - Focused each question on a single issue	☐	☐
7. Listening		
- Kept an open mind - Listened accurately to what was being said - Considered the speaker's nonverbal behaviors and tone of voice - Responded in a manner that demonstrated listening	☐	☐
8. Providing Clear Instruction		
Presented clear and simple instruction	☐	☐

5 Minute Facilitation Feedback Checklist		
Skills	Demonstrated	Needs Improvement
Used examples, illustrations, or props (items) to promote learning		

Notes on areas for improvement:

Presenter's Name	
-------------------------	--

20 Minute Facilitation Feedback Checklist

Skills	Demonstrated	Needs Improvement
1. Appropriate Eye Contact		
- Looked at people's eyes - Continually scanned the group with your eyes - Looked at the whole group	☐	☐
2. Body Movement		
- Faced the majority of the people - Varied your position in the room - Stood with good posture - Walked toward people when they spoke	☐	☐
3. Gestures		
Used natural and engaging gestures	☐	☐
4. Facial Expressions		
- Smiled and was enthusiastic - Had an open, friendly expression	☐	☐
5. Voice/Speech		
- Spoke loudly enough to be heard - Varied the pitch and pace of the presentation. - Slowed down for important points - Used pauses and transitions	☐	☐
6. Asking Questions		
- Asked clear, concise questions - Focused each question on a single issue	☐	☐
7. Listening		
- Kept an open mind - Listened accurately to what was being said - Considered the speaker's nonverbal behaviors and tone of voice - Responded in a manner that demonstrated listening	☐	☐
8. Providing Clear Instruction		
- Presented clear and simple instruction - Used examples, illustrations, or props (items) to promote learning	☐	☐

Notes on areas for improvement: