

WORKBOOK 5.1: FACILITATION CHECKLIST



Purpose: The purpose of this Workbook is to provide you with a comprehensive facilitation checklist

Competencies	Demonstrated Effectively?		Not Applicable
	Yes	No	
Ability to establish and maintain a conducive learning environment			
1. Organized all materials and set up equipment before the presentation	☐	☐	☐
2. Customized the content to add relevant examples	☐	☐	☐
3. Introduced self	☐	☐	☐
4. Treated individuals with respect	☐	☐	☐
5. Started and ended training on time	☐	☐	☐
6. Operated training media efficiently	☐	☐	☐
Comments			

Competencies	Demonstrated Effectively?		Not Applicable
	Yes	No	
Ability to use effective presentation skills.			
1. Managed own nervousness so as not to detract from learning	☐	☐	☐
2. Used natural and non-distracting gestures and movements	☐	☐	☐
3. Paced presentation sufficiently	☐	☐	☐
4. Consistently spoke in a clear and audible voice with a variety of intonations	☐	☐	☐
5. Used the Facilitator Guide and/or notes as a guide and not as a script	☐	☐	☐
6. Demonstrated a positive attitude toward the training materials	☐	☐	☐

7. Demonstrated sufficient expertise on the subject matter	☐	☐	☐
Comments			

	Demonstrated Effectively?		Not Applicable
Competencies	Yes	No	
Ability to use effective observing and listening skills.			
1. Made appropriate eye contact with course participants	☐	☐	☐
2. Adapted presentation to respond to participants' nonverbal communication and behaviors	☐	☐	☐
3. Made responses that demonstrated he or she was listening	☐	☐	☐
Comments			

	Demonstrated Effectively?		Not Applicable
Competencies	Yes	No	
Ability to use effective questioning techniques.			
1. Asked clear, concise questions to generate discussion	☐	☐	☐
2. Acknowledged participants' answers	☐	☐	☐
3. Repeated participants' questions before responding	☐	☐	☐
4. Redirected questions to participant or group, as appropriate	☐	☐	☐
5. Presented clear, accurate answers when answering questions	☐	☐	☐

Competencies	Demonstrated Effectively?		Not Applicable	
	Yes	No		
Ability to use effective questioning techniques.				
Comments				

Competencies	Demonstrated Effectively?		Not Applicable
	Yes	No	
Ability to facilitate training activities.			
1. Stated the purpose of training activities	☐	☐	☐
2. Ensured activities were conducted safely	☐	☐	☐
3. Provided clear directions	☐	☐	☐
4. Set time limits for learning activities	☐	☐	☐
5. Provided constructive feedback	☐	☐	☐
Comments			

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