

Sample Activity – Facilitation Skills

Please use the following questionnaire to rate your current behaviours and skills relating to Facilitation skills to help you identify your development action plans for your immediate, medium and long term needs.

Top tip – if you are unsure or in doubt about any of the statements gather feedback from a peer, manager and team member who may have observed you facilitating a session.

Statement	Rarely	Occasionally	Consistently
Knowledge			
I familiarise myself with current organisational issues			
I have a good understanding of my department's culture			
I am aware of the need for organisational change and fully support it			
Skills			
I effectively listen to others			
I effectively ask questions			
I clarify and check understanding			
I summarise others points to ensure all parties understand			
I observe other people's tone and body language			
I provide and request constructive feedback			
I project the right image and am positive			
Personal Attributes			
I maintain my energy and enthusiasm over a sustained period			
I manage mine and other's time effectively			
I build a good rapport and relationships with all types of personalities			
I accept responsibility for making things a success			
I am tolerant and stable			
I am able to laugh at myself			

I own my mistakes			
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Statement	Rarely	Occasionally	Consistently
Teamwork			
I recognise and respect differences			
I manage conflict constructively.			
I keep groups on track to achieve their goals and objective.			
I balance individuals and group needs.			
I help set ground rules for effective working arrangements			
I encourage those that may be quiet			
I manage effectively those that can dominate			

<p>Action plan – Immediate needs</p>
<p>Action plan – Medium term needs</p>
<p>Action plan – Longer term needs</p>