**FACILITATOR COACHING FORM**

Name: _______________________________  
Date: __________________

**PREPARATION**
- Arrange the setting?
- Organize materials?
- Prepare flip charts?
- Welcome participants at the door?

**PREPARATION**
- Effective introduction?
- Demonstrate facilitation techniques?
- Use flipchart skillfully?
- Use workbook?
- Appropriate pace?
- Stay focused on the topic?
- Use appropriate non-verbal skills?
- Speak and enunciate clearly? Project voice?

**COMMUNICATE CONTENT and PROCESS**
- Knowledge of the materials?
- Organized delivery?
- Refer to plenary, speakers or other context?
- Summarize the key learning points clearly?
- Listen well?
- Check for understanding?
- Make smooth transitions?
- Effective group management? (breaking the group into small groups, bringing small groups back together)

**DEAL WITH THE UNEXPECTED**
- Handle unexpected events?
- Manage difficult situations or participants?
- Display flexibility?
- Manage time and topics?

**LEARNING ENVIRONMENT**
- Make the learning interesting?
- Use relevant examples?
- Address disruptive
- Handle incorrect answers?
- Reinforce positive behavior?

**ENSURE LEARNING OUTCOMES**
- Assess individual learning?
- Encourage on-the-job application? (Use of action plan or discuss application of concepts)
- Review Learning Objectives at conclusion?

**ESTABLISH CREDIBILITY**
- Demonstrate understanding of / comfort with the content?
- Display confidence?
- Maintain composure?

**ENCourage PARTICIPATION**
- Make eye contact?
- Appear relaxed and pleasant?
- Encourage all to share ideas?
- Use encouraging body language?
- Provide reinforcement for participation?
- Exhibit non-judgmental behaviors?

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