

Facilitation Skills Self-Assessment

Instructions: Use this form to assess your facilitation skills BEFORE viewing the Facilitation Skills training videos. View all 8 demonstration videos, then focus your practice on the skills you rated as 3 or lower.

Access the Facilitation Skills Training Video Series on the Healthy Worksite Participatory Program website
<https://www.uml.edu/Research/CPH-NEW/Healthy-Work-Participatory-Program/training-support/facilitation-skills-training-videos.aspx>.

A. CURRENT FACILITATION SKILLS: Please rate your ability in each area using the following scale.

- 5 = Highly skilled – can perform well almost all of the time
- 4 = Skilled – can perform well most of the time
- 3 = Somewhat skilled – might perform well, but need more experience
- 2 = Little skill – would need more experience to perform well
- 1 = Not skilled – would not perform well currently

FACILITATION SKILL	1 Not Skilled	2 Little Skill	3 Somewhat Skilled	4 Skilled	5 Highly Skilled
Facilitate a discussion about team ground rules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate a discussion about team communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate a meeting Check-in/Check-out process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate reviewing and approving the meeting agenda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Redirecting off-topic conversations back on course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping team members renegotiate meeting time following an unplanned lengthy discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Redirecting side-bar conversations back to the group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intervening when team members interrupt each other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intervening when one person monopolizes discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helping team members consider opposing viewpoints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asking each team member to briefly respond to a specific question without interruption (“Round Robin”)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asking team members to think individually about a problem first before opening up a group discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pairing up team members to discuss a topic one-to-one first before group discussions (“Pair, Share”)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using open-ended questions to uncover new information (e.g. “What are some of the reasons...”)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using an “opt-out” question to uncover objections (e.g. “Is anyone NOT ready to vote?”)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using an “opt-in” question to ask for agreement (e.g. “Which of you are ready to....”)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>