



Business Turbo Booster

RESULTS THROUGH HANDS ON MENTORING

A Checklist to Develop Facilitation Skills

You used the three basic principles of facilitation

- You have brought out the opinions and ideas of group members
- You have focused on HOW people participate in the process, not just on WHAT gets achieved
- You never take sides

You encouraged participation

- You have made sure everyone feels comfortable speaking
- A structure that allows all ideas to be heard has been developed
- Members feel good about their contributions
- The ideas and decisions of the group are nominated, not leader dominated
- You have not criticized anyone for what they said

You have decided what skills and conditions are necessary for successful facilitation

- Improved planning
- Sustained member involvement
- Aid in creating leadership opportunities
- Increasing the skills of the members
- Better communication
- Conflict resolution

As a facilitator you

- Understand the goals of the meeting and the organisation
- Keep the group and the agenda moving forward
- Involve everyone in the meeting
- Make sure decisions are made democratically

In planning a good process you have considered

- Climate and environment
- Logistics and room arrangements

You have an understanding of the three basic parts of facilitation

- Process
- Skills and tips for guiding the process
- Dealing with disrupters: preventions and interventions