

FACILITATOR SKILL INVENTORY

RATE YOUR LEVEL OF CONFIDENCE WITH EACH SKILL BELOW

1 = "could use more practice" and 10 = "very confident"

If you choose 10 for a skill indicate if you use it too much and could do less

COMMUNICATION SKILLS	RATING	COULD DO LESS
I talk easily & comfortably in a group		
I am brief and concise		
I listen attentively		
I think before I speak		
I keep my remarks on topic		
I am comfortable with reflecting, paraphrasing, clarifying and restating other's contributions		
I am appropriately assertive		
I speak clearly and audibly in a group setting		
I am aware of my body language & the messages I am sending		
I am aware of my speech patterns (tone, pitch, rhythm)		

OBSERVATION SKILLS	RATING	COULD DO LESS
I notice when there is tension in a group		
I notice the level of interest/energy in a group		
I can accurately sense the tone/mood of the group		
I am sensitive to the feelings of group members		
I notice who is being left out		
I notice reactions to my comments		
I notice when others react to a member's comments		
I notice how patterns of participation vary, depending on the newness to the group, personal styles, comfort with cultural norms, etc.		
I notice when a group is avoiding a topic		
I visually scan the group to be aware of everyone's reactions		

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EMOTIONAL INTELLIGENCE SKILLS	RATING	COULD DO LESS
I can tell others what I am feelings and what I need		
I can express anger appropriately		
I am willing to express my disagreement		
I can express and demonstrate warmth and openness		
I can express appreciation		
I use humour appropriately		
I am comfortable with conflict		
I am comfortable and know how to respond when a member's anger is directed toward me		
I am comfortable with others' expressions of closeness and affection		
I am comfortable with silence		
I am comfortable with all emotions		
I am sensitive to the emotional temperature of the group and plan accordingly		

REFLECTIVE PRACTITIONER SKILLS	RATING	COULD DO LESS
I seek to understand why I do what I do		
I welcome feedback on my facilitation skills		
I accept others' support		
I question the strategies & processes I use		
I am patient		
I regularly review my skill development		
I am curious and willing to learn		
I understand my personal style and how it affects my interactions in a group		
I have identified my personal triggers & know how to tend to them		
I centre myself before each meeting		
I use breaks as a breather, energizer, or timeout as needed		
I focus less on outcome & more on process		

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PROBLEM SOLVING & DECISION MAKING SKILLS	RATING	COULD DO LESS
I can summarize the challenge or group goal		
I can ask for ideas and elicit opinions		
I offer ideas appropriately		
I can clarify remarks or issues		
I can summarize the discussion		
I can intervene effectively		

GROUP BONDING SKILLS	RATING	COULD DO LESS
I show an interest in the group		
I work to include everyone equally		
I work to establish harmony		
I work to ensure all group members respect the rights of others		
I work to demystify the facilitator's role		
I acknowledge all members' contributions		
I assist the group in establishing guidelines		
I encourage member responsibility to maintain a safe and comfortable environment		
I encourage supportive behaviours		
I set and maintain my personal boundaries		
I normalize conflict		
I encourage the concept of shared leadership		
I remind members to revisit group guidelines		
I admit my own errors		