



Part 6 – Resource 3 –

Facilitating Effective Meetings – Self Assessment

Introduction:

The following are key elements of the role of a person facilitating a team meeting.
To reflect on your awareness and effective use of these elements, complete the following:

Give yourself a 1-4 rating after each statement.

1. seldom

2. sometimes

3. frequently

4. usually

Planning the Meeting:

1. I am prepared with specific and general team building goals. ()
2. I prepare a written agenda and hand-out copies to all. ()
3. My agenda has the most important to be resolved items first. ()
4. My agenda has the important and urgent items second. ()
5. My agenda has the news/announcements/updates last. ()
6. All related background information is included with agenda. ()
7. The agenda includes some team building activity e.g. check-in, growth activity. ()

Facilitating the Meeting:

8. I sincerely welcome each person e.g. eye contact, name. ()
9. I review the agenda, get agreement and additions. ()

10. I keep the process effective by balancing tasks and member encouragement process. ()
11. I give appropriate time to each item and stay on track but not rigid. ()
12. To encourage effective communications, I strategically ask open questions for brain storming and closed questions for decision making and to confirm understanding etc. ()
13. In brain storming, I do not comment or respond to ideas until everyone who wants to contribute has been heard. ()
14. I facilitate conclusions, resolutions, and responsibilities - (who will do what and by when) as applicable. ()
15. When discussion on important items is minimal, I use pre-planned strategies to get broader participation e.g. pairs or triads with serial take-up. ()
16. I use humour wisely and never to relieve useful tension. ()
17. I am aware when members are dominating or not participating and effectively manage them e.g. refer back to the agenda, strategically redirect, encourage silent members. ()
18. I facilitate positive outcomes from constructive conflict and disagreements. ()
19. I manage deconstructive conflict and disruptive behaviour in ways that maintain a positive and inclusive process for everyone. ()
20. I am skilled in presenting topics and ideas e.g. I start with the big picture and follow with details. ()
21. I summarize each discussion well, cluster ideas and identify gaps in resolution and discussion. ()
22. I do not set myself up as the person with the answers. ()

23. One way I know that I am a skilled meeting facilitator is that I give my teams public and anonymous opportunities to give me constructive feed-back. ()
24. I know that my team members feel good about their contributions. ()
25. My meetings are/would be evaluated to meet their objectives. ()

Record Meetings:

26. I am able to be sufficiently 'present' to capture all applicable ideas that are generated. ()
27. I am skilled at paraphrasing and capturing the group's key ideas, decisions, concerns, questions, answers and clustering similar comments vs. just recording what is said by individuals. ()
28. As appropriate, I have someone record on a flip-chart or take minutes ()

Follow Up and Follow Through:

29. I write-up or edit the minutes and distribute them within days of the meeting. ()
30. My minutes are presented in an easily understood format e.g. item, conclusion, action required/who does what and when (ref. attached). ()
31. I contact members who are responsible for action to ensure completion before the next meeting. ()