

Facilitation Skills

Checklist for Effective Facilitation

Pre-Session

- Needs identification
- Establish the purpose of the session
- Establish the strategy/ process to be used during the session
- Prepare materials (agenda, evaluation, etc)
- Prepare equipment

During the Session

- Welcome and housekeeping
- Introduce the session
- Clarify facilitator and participant roles
- Ensure participants understand the purpose of the session and are engaged
- Time keep
- Summarise outcomes
- Explanation of any next steps
- Thank participants for attending

Post Session

- Follow up any outstanding items
- Session feedback
- Evaluation Feedback