

Coaching Observation Sheet

Facilitator's Name:

Clarifies the purpose

Establishes the process

Sets timeframes

Stays neutral on content

Paraphrases continuously

Asks good probing questions

Makes accurate notes

Acts lively and positive

Summarizes periodically

Makes suggestions neutrally

Encourages participation

Intervenes when necessary

Maintains a good pace

Conducts process checks

Moves smoothly to new topics

Tests consensus

Ends with a summary

Facilitation Workshop Evaluation

1. Describe what you liked most about the facilitation practice workshop.
What were the most effective or useful elements?

2. Describe what you liked least about the facilitation workshop.
What were the ineffective elements?

3. Describe changes that would improve the workshop.

4. What overall rating would you give the workshop?

1	2	3	4	5
poor	fair	satisfactory	good	excellent

Additional comments:

