

IF Facilitation—Faculty’s Evaluation for _____ Date _____

Areas of Focus	Comments +—>strengths Δ—> needed improvements
<p>1. Pre-Meeting</p> <ul style="list-style-type: none"> Shows complete plan that has a sense of what the group should accomplish Demonstrates thorough review of & connection to the course’s texts (especially this week’s) Connects discussion/texts to wisdom theme Expresses thoughtful consideration of motivating the members in effective discussion & collaboration References IF techniques, materials, & wiki in preparation Arrangement of meeting, materials completed, on time, energy & effort ready to be engaged, effective overview 	
<p>2. Executing the plan</p> <ul style="list-style-type: none"> Revised plan from pre-meeting & enacting it effectively Creative prompts (activities, questions, & follow-ups) that promote depth of ideas, divergent thinking, multiple possibilities, & are inclusive of all group members Able to move & flow with the group’s ideas/directions (able to deviate from plan; not forcing a direct course of action) 	
<p>3. Managing the flow</p> <ul style="list-style-type: none"> Setting & maintaining an appropriate tone (professional & engaging) for exploration & collaboration by difference Helping to create an open & supportive environment of sanctuary & to encourage contribution Guiding the flow of discussion & keeping it focused Asking probing questions or using prompts in the moment to open up contrasting perspectives & stimulate new ideas 	
<p>4. Practicing good facilitation mechanics</p> <ul style="list-style-type: none"> Attending to the nonverbal side of facilitation such as eye contact, gestures, use of space, etc. Involving everyone; working to bring forward quieter participants Dealing with attempts to dominate or shut down discussion Handling challenges Able to summarize & capture participants’ ideas effectively in comments; clearly capture to help participants follow Good time management skills 	
<p>5. Post-Meeting</p> <ul style="list-style-type: none"> Forms prepared with thoughtful reflection of experience Developed understanding of facilitation strengths & weaknesses & ideas for improvement for next facilitation Insight into self & others in the IF process Organized & coherent typed IF Notes done Arrangement of meeting, materials completed, on time, energy & effort ready to be engaged, effective overview 	

Overall Assessment Comments:

What worked well

Where to focus efforts for improvement

If you were graded on this facilitation cycle, you would receive the following grade —> _____