



# Dakshata



## Checklist for Effective Facilitation Skills

Learner: \_\_\_\_\_ Date Observed: \_\_\_\_\_

Checklist for Effective Facilitation Skills				
Step/Task	Case Observations			
1. Presents an effective introduction				
2. States the objective(s) as a part of the introduction				
3. Asks questions to the entire group				
4. Targets questions to individuals				
5. Uses learner's names				
6. Responds to learner's questions				
7. Maintains eye contact				
8. Projects voice so that all learners can hear				
9. Moves about the room				
10. Uses audio-visuals effectively				
11. Presents correct technical information				
12. Uses mix of training methods effectively				
13. Takes session confidently				
14. Presents an effective summary				
15. Concludes session in time				
<b>Skilled delivery of facilitating a learning activity or presentation</b>				

**Skilled delivery of facilitating a learning activity or presentation-0/1\***

**Remarks- 4,3,2,1\*\***

**\*0 means skill not done or not done correctly and 1 means done as per standards**

**\*\*4- excellent, 3- good, 2- average, 1- needs improvement**