

Facilitator Scorecard



- ☐ Ensure the time and location is comfortable and convenient for the individual.
- ☐ Be well-prepared - begin meetings with a clear purpose and agenda and share that focus with the team.
- ☐ Guide the process.
- ☐ Ask more than tell; be a good listener of words and body language.
- ☐ Encourage lively discussion, but keep it focused and on track.
- ☐ Keep the discussion positive, capacity-oriented, and problem-solving in approach.
- ☐ Use common words and language, not professional jargon or acronyms
- ☐ Summarize information well
- ☐ Make sense of information discussed...pull it all together for the team
- ☐ Provide leadership in creating an action plan of next steps
- ☐ Create a clear and accurate record of the meeting