

FACILITATOR EVALUATION CHECKLIST

Facilitator Name: _____

Evaluator: _____

Date: _____

Teach-back Course: _____

CHARACTERISTICS	NOTES
INITIAL RAPPORT BUILDING Puts people at ease, learns names, warm introduction, easy to relate to, shows respect for differences, does not make assumptions about people	
CONTENT KNOWLEDGE Demonstrates the ability to talk about the content without the use of props or notes, answers questions well, confident	
FACILITATIVE Interacts with the participants, draws people into dialogue, reads the audience and adjusts as necessary	
USE OF TEACHING AIDS Quality of materials, handouts or PowerPoint slides, demonstrates good use of technology, flip chart skills, well organized exercises and activities	
VARIES TEACHING STYLE Able to engage various learning styles (use of questions, small group exercises, movement in room, 'turn to partner' games, visual aids) only a brief lecture (less than 10 minutes at a time)	
ENGAGES PARTICIPANTS Kept the program alive and interesting, makes time feel as though it passes quickly, creates "aha" experiences, makes connections to earlier comments	
PROFESSIONAL PRESENCE Comfortable leading the group from the front, appropriate business presence, displays credibility	
ASKING QUESTIONS Asks probing questions, not dependent on "does that make sense?" or "any questions?", questions are well thought through to help participant learn or make connections	

