



# Forward Thinking

Facilitator Evaluation (Supervisor/observer version)

Supervisor/Observer: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Session Type:  Group  Individual

Organization: \_\_\_\_\_

Date Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## SCORING DEFINITIONS

**Strongly Agree**  
Skill evidenced at superior level

**Agree**  
Skill evidenced at above average level

**Disagree**  
Skill evidenced at below average level

**Strongly Disagree**  
Skill level undermines program integrity

Circle the number that best represents your level of agreement. Then, calculate the average score.  
Refer to the instructions to interpret scores.

	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
1. The facilitator explained the purpose of the exercises.	1	2	3	4
2. Materials for the session were readily available.	1	2	3	4
3. The Interactive Journals were regularly used as part of the session.	1	2	3	4
4. The facilitator gave sufficient time to complete exercises in session.	1	2	3	4
5. The sessions started on time.	1	2	3	4
6. The sessions ended at the scheduled time (not before).	1	2	3	4
7. The facilitator made sure the material was understood before moving on to other topics or pages in the Journal.	1	2	3	4
8. The participant(s) understood the information provided.	1	2	3	4
9. The facilitator encouraged participation.	1	2	3	4
10. The facilitator listened to the participant(s)' comments.	1	2	3	4
11. The facilitator listened to the participant(s)' questions.	1	2	3	4
12. The facilitator answered the participant(s)' questions.	1	2	3	4
13. The facilitator understood the participant(s).	1	2	3	4
14. The facilitator was concerned about the participant(s).	1	2	3	4
15. The facilitator praised the participant(s) for learning new material.	1	2	3	4



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	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
16. The facilitator challenged “off” thinking.	1	2	3	4
17. The facilitator adhered to the “group agreements” or rules of the session.	1	2	3	4
18. The facilitator encouraged the participant(s) to apply the skills and knowledge learned in session to real-life experiences.	1	2	3	4
19. The participant(s) were given opportunities to practice and rehearse learned skills.	1	2	3	4
20. The facilitator didn’t judge the participant(s).	1	2	3	4
21. The facilitator told the participant(s) they did a good job when they performed a new skill or learned something new.	1	2	3	4
22. The participant(s) understood what the facilitator was trying to teach.	1	2	3	4
23. The facilitator did not swear or use curse words when communicating.	1	2	3	4
24. The participant(s) had the same facilitator for the entire program.	1	2	3	4
25. The facilitators worked well together. **	1	2	3	4
26. The facilitators had the same expectations of the participant(s) and adhered to the same “group agreements” or rules. **	1	2	3	4
27. The facilitator used real-life examples to get ideas across.	1	2	3	4
28. The facilitator was able to minimize distractions during the session.	1	2	3	4
29. The facilitator was able to handle disruptive participants.	1	2	3	4
30. The session was always lead by a facilitator.	1	2	3	4
31. The facilitator made sure the participant(s) had an opportunity to share their opinions, ask questions and practice.	1	2	3	4
32. The facilitator created a setting that made it easy to share personal experiences and/or discuss issues.	1	2	3	4
33. The facilitator encouraged the sharing of differing opinions.	1	2	3	4

\*\* If these questions do not apply, please leave them blank and discount them during your scoring.



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	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>
34. The facilitator adjusted the pace of the session depending on the participant(s)' understanding (went slower if needed or sped things up if the participant(s) understood it).	1	2	3	4
35. The facilitator used derogatory language.	4	3	2	1
36. The facilitator was condescending.	4	3	2	1
37. If the participant(s) didn't understand the topic, the facilitator tried to teach by using an additional or different activity.	1	2	3	4
38. The participant(s) felt respected.	1	2	3	4
39. The room that sessions were held in was comfortable.	1	2	3	4
40. The participant(s) felt like they were part of the session.	1	2	3	4
41. The participant(s) took breaks during sessions.	1	2	3	4
42. The facilitator was sensitive to differences in race, gender and culture.	1	2	3	4
43. The room was set up in a way that helped the participant(s) learn new skills and knowledge.	1	2	3	4
44. The facilitator ran the group in a way that helped the participant(s) learn new skills and knowledge.	1	2	3	4

**Average (Total ÷ Number of questions) =**