

# Facilitation Practices: Self-Assessment

Managing by Network



## Facilitation Core Competencies: IAF

*This worksheet is modeled on several steps in the Core Facilitator Competencies model of the International Association of Facilitators (IAF). Their model includes a wider range of competencies and practices for professional facilitators; here we are focusing on an excerpt of those practices you would use to plan and facilitate a group session.*

Source: [https://www.iaf-world.org/site/sites/default/files/IAF%20Core%20Competencies\\_1.pdf](https://www.iaf-world.org/site/sites/default/files/IAF%20Core%20Competencies_1.pdf)

1. For each competency area listed below, select the level that best represents your current facilitation practice.

### Planning Appropriate Group Processes

Competency:	Rarely	Sometimes	Often
<b>I prepare time and space to support the group process and create a safe environment:</b>			
Arrange physical space to support the purpose and set the atmosphere for the meeting			
Plan effective use of time			
<b>I select a variety of methods and processes that:</b>			
Foster open participation, with respect for participant culture, norms and diversity			
Engage different learning and thinking styles			
Promote creativity and sustain the group's energy			
Achieve an outcome that meets the group's needs			

### Creating and Sustaining a Participatory Environment

Competency:	Rarely	Sometimes	Often
<b>I demonstrate effective participatory and interpersonal communication skills:</b>			
Use a variety of participation methods			
Use effective verbal communication skills			
Develop rapport with participants			
Practice active listening			
Observe and provide feedback to participants			



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Creating and Sustaining a Participatory Environment (continued)

Competency:	Rarely	Sometimes	Often
<b>I honor and recognize diversity, ensuring inclusiveness:</b>			
Encourage positive regard for the experience of all			
Create a climate of safety and trust			
Find ways to benefit from the diversity of the group			
Cultivate cultural awareness and sensitivity			
<b>I manage group conflict:</b>			
Help individuals identify and explore underlying assumptions			
Recognize conflict and its role in group learning/maturity			
Provide a safe environment for conflict to surface			
Manage disruptive individual or group behavior			
Support the group through resolution of conflict			
<b>I evoke group creativity:</b>			
Draw out participants of all learning/thinking styles			
Encourage creative thinking			
Accept all ideas			
Stimulate and tap into group energy			

Guiding the Group to Appropriate and Useful Outcomes

Competency:	Rarely	Sometimes	Often
<b>I guide the group with clear methods and processes:</b>			
Establish a clear context for the session			
Actively listen, question and summarize			
Recognize tangents and redirect to the task			
Manage small and large group processes			



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Guiding the Group to Appropriate and Useful Outcomes (continued)

Competency:	Rarely	Sometimes	Often
<b>I facilitate group self-awareness about its task:</b>			
Vary the pace of activities according to needs of group			
Identify information the group needs, and draw out data and insight from the group			
Help the group synthesize patterns, trends, root causes, frameworks for action			
Assist the group in reflection on its experience			
<b>I guide the group to consensus and desired outcomes:</b>			
Use a variety of approaches to achieve group consensus			
Use a variety of approaches to meet group objectives			
Adapt processes to changing situations and needs of the group			
Assess and communicate group progress			
Foster task completion and desired outcomes			

2. **Put a checkmark beside one or two competency areas** (e.g., “I guide the group to consensus and desired outcomes”) **that you feel are your greatest strengths: where you are most comfortable, experienced or confident. For one of these areas, ask yourself**
  - a. **Are there any actions listed under this competency where I could improve?**
  - b. **What would it look like to take this competency or practice to the next level?**
  
3. **Finally, put an asterisk beside one or two competency areas where feel less comfortable, confident and/or are motivated to improve. For one of these, ask yourself:**
  - a. **Why is this rarely part of my facilitation practice? What is standing in the way?**
  - b. **What concrete actions could I take to improve my practice in this area?**