

## FACILITATOR'S CHECKLIST

AVP will develop and grow as we the facilitators develop and grow. It is hoped that this self check list which is designed for your own use will be helpful in those processes. Although designed for you to use as you wish, you might want to share the contents or parts of it with your mentor, or whomsoever else you may choose.

### BEFORE THE WORKSHOP

TASKS	YES	NO
Did I refresh my understanding of the structure and purpose of the workshop?		
Did I prepare myself for my TP presentation?		
Did I study parts of the workshop suggested by the Lead Facilitator?		
Did I look at the Facilitator's Handbook ?		

### THE FACILITATORS MEETING

TASKS	YES	NO
Did I come with ideas for the proposed agenda?		
Was I comfortable with the team-building process?		

### DURING THE WORKSHOP

TASKS	YES	NO
Did I think that my strengths and weaknesses and experience were understood and fully taken into account by the team?		
Was I comfortable with the exercises I led?		
Did I find the team feedback between sessions helpful?		
Did I get the support I felt I needed on unfamiliar exercises?		

### AFTER THE WORKSHOP

TASKS	YES	NO
Was my contribution to the workshop evaluation appreciated?		
Did I have the opportunity to see the final evaluation before it was submitted?		