

SELF-ASSESSMENT TOOL FOR FACILITATORS



PURPOSE

—
This self-assessment tool helps you assess your current progress as a facilitator - to identify where your practice is confident enough and where you may still need some effort and support.

HOW TO

—
This assessment is done by you and for you. Keep in mind that you (in the past) are the only person you can compare yourself to (in the present). Fill in this survey honestly; be your own chairman and make your own conclusions.

WHICH LEARNING PATH FITS YOU?

—
We recommend **PATH B** Advanced Qualification Course or the Advanced Facilitation Training module if the clear majority of the answers fall in the area "matches for me to a great extent".

Otherwise, **PATH A** Basic Qualification Course or the Basic Facilitation Training module would give you more space to do solid work and - respectively - to make more reliable progress in your practice. Take your time - this is something competency oriented learning needs.

In case of questions, don't hesitate to get in touch with us.

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Wishing you an insightful reflection with the tool!



PART 1

I am capable to organize my own learning process effectively
(Self-responsible Learning Competency)

1. I know how an individual learning path for a facilitator works. I know how to find learning possibilities, how to make the best use of the learning spaces provided, as well as of my own potentials in the most fruitful way possible.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

2. I am used to reflecting on my facilitation, to asking others for feedback and to drawing constructive conclusions out of these impulses.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

3. I am able to find strategies on how to develop certain skills on my own. I am able to identify what skills I need to develop further. I am able to ask for advice on how to develop those skills and after I decide on a strategy, I am able to stick to my plan and implement it.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

4. I have built up special expertise on the field of facilitation and know how to deepen it and develop it further and further. I have identified talents of mine, activities in the field of facilitation as well as topics, which bring me deep joy while working with them. I am aware that these might build a fundament for my future special expertise in the field of facilitation: something that I am extraordinarily good at.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

PART 2

I am capable to co-facilitate individually and in a team (Facilitation Competency)

1. I am capable of planning an event to be facilitated in a team of facilitators, bringing in my own ideas and opinions. I feel confident to plan an event on my own or even to moderate the planning process in my facilitation team.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

2. I am capable of planning single sessions in tandems, bringing in my own methodological ideas and topic-related opinions.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

3. I am able to adjust existing methods to current group needs, to design new methods for groups as well as to plan sessions with those methods on my own.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

4. When my teamer-facilitators discuss how they see the atmosphere in the participants' group, I can understand and follow their contributions.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

5. I am able to perceive important signs in the group's behaviour on my own, to interpret them and to intervene, if needed. This way I know how to enable the participants' collaboration and learning in the best possible way for them.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

6. I am capable of preparing and conducting evaluation sessions of a day or the whole event - on my own or in tandem / in a team with other facilitators.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

7. When my teamer-facilitators discuss changing the planned schedule due to the needs of the group, I can understand and follow the conversation. I am capable of identifying the necessity for changes in the schedule. I will be capable of planning and implementing changes in the schedule on my own, if this is needed.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

8. I will be able to prevent conflicts in the facilitators team and to identify conflict potential. I am able to contribute to solving a conflict between me and my teamer-facilitator(s).

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

9. I am able, on my own, to identify conflict potential and prevent conflicts in the group of participants, to solve conflicts with the group and to assist the participants' group to transform conflicts. I am able to show to the participants the conflict's value for growth and development.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

10. I am capable of feeling and expressing authentic interest in the personalities, biographies and future development steps of different participants – also of those, who are not naturally (for whatever reason) sympathetic to me.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

11. I am aware that participants' personalities are dynamic and constantly developing. I know that certain participants' behaviour is caused by certain context. I acknowledge participants' social, cultural, ethnic, religious, economic, educational, gender, etc. backgrounds and appreciate diversity.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

12. I am aware about the (learning) autonomy of each participant. I offer communication, collaboration and learning spaces – and at the same time I respect the participants' freedom of choice to accept my offer or to reject it.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

13. I am able to diagnose participants' needs and interests. I am able to design, adjust and conduct such facilitation activities which would support the participants to achieving their goals of the event.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

14. I am able to follow discussions of the facilitators' team on how to empower the participants to express their real opinion without fear. I know how to motivate participants to express their opinions and how to enable all opinions among the participants to become visible.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

15. I reflect on my own power (authority) in the facilitation and I am willing to distribute this power in favour of participants' empowerment. I am eager to foster a climate of non-authoritarian, cooperative communication and interaction.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

PART 3

I am capable to research and learn about new topics (Topic Competency)

1. **When my teamer-facilitators discuss how to work with the participants' group on the topic of the event to be facilitated, I am able to understand and follow the conversation.**

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

2. **I am able to inform myself about a topic and then give proper input to the participants' group (if needed). I am able to identify on my own, which steps are needed for me in order to prepare myself on the topic of an event to be facilitated. I am able and eager to research and identify useful, new, interesting and innovative facets of the topic.**

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

PART 4

I have knowledge about human mind & learning, democracies & diversity (Field Competency)

3. **I know about and understand the content of some models of learning cycles and learning personality types. I am familiar with the constructivist approach on human learning. I am aware of how I can enable learning as a facilitator (enabling learners to make their own discoveries and conclusions).**

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

- I am able to consider this knowledge when I design educational events and single sessions.**

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

4. **I am familiar with the main principles of non-formal education. I am aware of the differences between formal and non-formal education. I am capable of applying my theoretical knowledge about non-formal and informal learning into practice.**

5. **I have sufficient knowledge about characteristics of democracies, democratic learning, human rights. I am able to understand and follow respective conversations of my teamer-facilitators.**

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

6. I am able to recognize patterns of democratic/undemocratic acting within the participants' group. I know how to raise participants' awareness and train their skills to act according to democratic values. I am able to co-create the safe space of tolerance and acceptance in the group, encouraging non-violent communication and excluding hate speech.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

7. I have profound knowledge about cultures & identity; stereotypes & prejudices as well as their mechanisms of function; diversity & anti-discrimination. I will be able to act in my facilitation in such a way that I can acknowledge and encourage diversity within the participants' group.

Matches for me completely

Matches for me to a great extent

Matches for me to some extent/partially

Does not match for me at all

**You completed your self-assessment.
Now you can make your own conclusions and choose your learning path.**

BASIC QUALIFICATION COURSE

[Enroll here →](#)

ADVANCED QUALIFICATION COURSE

[Enroll here →](#)

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