

## Checklist of Facilitator Skills

Skills	Actions	What does this look like?
<p><b>Communicating</b></p> <p>Getting the message across clearly and making sure people are understood</p>	<ul style="list-style-type: none"> <li>✓ Simplify language in multi-lingual settings, avoid jargon and acronyms</li> <li>✓ Give clear and slow instructions</li> <li>✓ Make sure others can be heard</li> <li>✓ Use reflective listening skills</li> <li>✓ Ask for clarification if you are not sure what someone else is saying</li> </ul>	<p>Use the explanations modelled in the session plans</p>
<p><b>Participation</b></p> <p>Making people feel included and helping them to join in</p>	<ul style="list-style-type: none"> <li>✓ Smile and welcome everyone</li> <li>✓ Set expectations for how the group will work together</li> <li>✓ Observe the group and notice what people are doing</li> <li>✓ Encourage people to join in</li> <li>✓ Assist people in making groups</li> <li>✓ Show respect for people's ideas</li> <li>✓ Invite differences of opinion</li> <li>✓ Make sure no one is excluded or ridiculed</li> <li>✓ Thank people for their contributions</li> </ul>	<p>Use games to set a friendly mood and a spirit of enquiry into the topic</p> <p>Use the structured activities to organize talking points and whose turn it is to talk</p>
<p><b>Method and Management of Resources</b></p> <p>Making the activity work</p>	<ul style="list-style-type: none"> <li>✓ Prepare materials well before the session Set up the room in advance</li> <li>✓ Give clear instructions</li> <li>✓ Repeat instructions when necessary Give examples</li> <li>✓ Make the difference between opinions and information clear If you don't know the answer, just say so</li> </ul>	<p>Use the sample questions to help guide the discussion</p>
<p><b>Timing</b></p> <p>Maintaining the energy and making sure the whole agenda works</p>	<ul style="list-style-type: none"> <li>✓ Keep track of time</li> <li>✓ Let people know how long they will have for the activity</li> <li>✓ Use your judgment to make adjustments to the programme based on people's needs</li> <li>✓ Make sure adjustments fit with the purpose of the programme</li> </ul>	<p>If you are working with another facilitator, provide timekeeping assistance for each other</p>
<p><b>Coaching</b></p> <p>Helping co-facilitators out and assisting them in running an activity</p>	<ul style="list-style-type: none"> <li>✓ Support a co-facilitator in activities</li> <li>✓ Provide mentoring throughout the entire training</li> <li>✓ Give constructive feedback to the co-facilitator at the end of every training day</li> <li>✓ Be ready to assist the co-facilitator(s) whenever necessary</li> </ul>	<p>Assist and support co-facilitators in successfully delivering the activity and in rolling out the training</p>