



**Center for Leadership & Educational Equity**

## Facilitator Feedback Form

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*Created by JoAnne Dowd, December 2002.*

This form is meant to be used as people are learning how to facilitate protocols for the first time.

1. The facilitator made the group feel comfortable with the process.
2. The facilitator allowed the process to stop when necessary for clarification.
3. The facilitator kept the process moving forward and did not allow for sidetracks.
4. The facilitator followed the steps of the protocol as stated.
5. The facilitator attended to the needs of the presenter/was aware of the presenter's feelings and cues.
6. The facilitator encouraged all group members to participate and remain engaged in the process.
7. The facilitator led a debriefing session at the end of the protocol.
8. The facilitator thanked the presenter and the participants for their participation.
9. Any other comments/kudos or things for the facilitator to take into account for next time they facilitate.