


Facilitated Discussion Checklist

How will you know the discussion is the best it can be?

Date: _____ Time: _____ Session Name: _____

You'll see in the . . .	Look for . . .	
1. Environment		
a. Room set up	Chairs in circle (or set up for good interaction), enough space for learners, ways to accommodate children if they're present (toys, coloring, etc.)	
2. Opening		
a. Warm welcome	Welcome, good interactions with people entering, introduce self and others in a fun and meaningful way, and state purpose of group	
b. Opener	Conversation starter to bring people to an emotional level quickly	
c. Conversation Starter (fill in) _____ _____		
3. Facilitation		
a. Connection	"Connects" to participant pulse points using feeling-based questions (probing questions/clarifying statements)	
b. Responsiveness	Learners engaged, made to feel welcome, safe and respected	
c. Who's doing the talking?	No lecturing; group members are doing most of the talking (during the discussion portion of a lesson)	
d. Session length	Time spent is reasonable for situation and interest(s). May be part of a lesson or a stand-alone session.	
e. Effectiveness	Encourages discussion, stays in the background of the conversations, bounces back questions to the group, stays impartial, and moves conversation along with cues from the group	
4. Summary		
a. Wrap-up	Summarizes key points and helps participants focus on action	
e. Spirit of the group	It's fun! People walk away with one thing they learned that will help them and/or feel good they helped others in group	

Successes:

Next time:
