



Partnership and Community
Collaboration Academy

Managing by Network

Facilitation Competency Self-Assessment

This worksheet is modeled on several steps in the Core Facilitator Competencies model of the **International Association of Facilitators (IAF)**. Their model includes a wider range of competencies and practices for professional facilitators; here we are focusing on an excerpt of those practices you would use to plan and facilitate a group session.

1. Read through each competency and select the level that best represents your current facilitation practice (Rarely, Sometimes, Often).
2. Identify up to three competencies that you feel are your greatest strengths. Reflect on this and respond to the open ended questions about one of your strengths.
3. Identify up to three competencies that might be gaps in your facilitation practice. Reflect on this and respond to the open ended questions about one of your gaps.
4. Share your takeaway on the [Self-Study Form](#).

Source: https://www.iaf-world.org/site/sites/default/files/IAF%20Core%20Competencies_1.pdf

IAF: <https://www.iaf-world.org/site/>

1. For each competency area listed below, select the level that best represents your current facilitation practice.
2. Put a checkmark beside up to three competencies that you feel are your greatest strengths: where you are most comfortable, experienced or confident.
3. Put a checkmark beside up to three competencies that might be gaps in your facilitation practice: where you feel less comfortable, confident and/or are motivated to improve.

Planning Appropriate Group Processes

I take time to prepare an environment that supports the group process:	Rarely	Sometimes	Often	Strength	Gap
Arrange physical space to support the purpose and tone					
Plan how people will move from one activity to another					
Consider ability needs and modifications					
Plan effective use of time					
Engage the group in setting ground rules / community agreements					
I select a variety of methods and processes that:	Rarely	Sometimes	Often	Strength	Gap
Foster open participation and respect participant cultures and norms					
Engage different learning and thinking styles					
Promote creativity and sustain the group's energy					
Achieve an outcome that meets the group's needs					

Creating and Sustaining a Participatory Environment

I demonstrate effective interpersonal communication skills:	Rarely	Sometimes	Often	Strength	Gap
Develop rapport with participants					
Actively listen, question and summarize					
Share observations or feedback on group dynamics and process					
Give individual feedback in private, when needed					
I am committed to encouraging all voices in the room:	Rarely	Sometimes	Often	Strength	Gap
Encourage positive regard for the experience of all					
Create an environment of safety and trust					
Honor different perspectives and values					
Find ways for differences to strengthen the group experience					
I manage group conflict:	Rarely	Sometimes	Often	Strength	Gap
Help individuals identify and explore underlying assumptions					
Recognize conflict and its role in group learning/maturity					
Provide a safe environment for conflict to surface					
Manage disruptive individual or group behavior					
Support the group through resolution of conflict					
I evoke group creativity:	Rarely	Sometimes	Often	Strength	Gap
Plan variety in the flow of the meeting					
Encourage creative thinking with brainstorming and energizers					
Offer non-verbal activities like drawing, movement, music					
Stimulate and tap into group energy					

Guiding the Group to Appropriate and Useful Outcomes

I guide the group with clear methods and processes:	Rarely	Sometimes	Often	Strength	Gap
Establish a clear context for the session					
Recognize tangents and redirect to the task					
Manage small and large group processes					
I facilitate group self-awareness about its task:	Rarely	Sometimes	Often	Strength	Gap
Vary the pace of activities according to needs of group					
Identify group needs, and draw out data and insight from the group					
Help the group synthesize patterns, trends, root causes, frameworks for action					
Assist the group in reflecting on its experience					
I guide the group to consensus and desired outcomes:	Rarely	Sometimes	Often	Strength	Gap
Use a variety of approaches to achieve group consensus and meet group objectives					
Adapt processes to changing situations and needs of the group					
Assess and communicate group progress					
Foster task completion and desired outcomes					

4. For one of the strengths that you identified, ask yourself:
 - a. Are there any actions listed under this competency where I could improve?

 - b. What would it look like to take this competency or practice to the next level?

5. For one of the gaps that you identified, ask yourself:
 - a. Why is this rarely part of my facilitation practice? What is standing in the way?

 - b. What concrete actions could I take to improve my practice in this area?