Tool for Self-Assessing Facilitation Skills

Purpose

This self-assessment is designed to support reflection on core functions and practices of effective facilitation. By evaluating your practices, you can identify strengths and pinpoint areas for targeted growth that will enhance the quality of your facilitation and support meaningful collaboration in PLCs.

Suggested Time: 5–10 minutes

How to Use

For each area of facilitation, consider the question in the first bullet and rate yourself on a scale from 1 to 4,   
with 1 representing “rarely” and 5 representing “consistently.” After each rating, use the second bullet to reflect on specific actions to take or strategies to use to reinforce strengths or to improve in areas where you rated yourself lower. Use this self-assessment to inform your professional growth plan in support of continuous improvement.

Self-Assessment Prompts

1. Attentive Listening

* How consistently do I engage in attentive listening to fully understand each participant’s perspective, creating a space where all voices feel valued?
* Reflect on how you can enhance this function to better capture and respond to the nuances of   
  team discussions.

2. Appreciative Inquiry

* How frequently do I apply appreciative inquiry techniques to highlight strengths and encourage a positive outlook in discussions?
* Think about a time when appreciative inquiry led to an “aha” moment for the group. How might you strengthen this core function in future meetings?

3. Strategic Questioning

* How consistently are my questioning strategies effective in promoting deep reflection and guiding the team toward critical insights?
* Consider an instance when your questioning moved the team to deeper understanding. How could you further develop this function to maximize its impact?

4. Promoting Reflective Dialogue

* To what extent do I create an environment that supports reflective dialogue, helping team members critically analyze and improve their instructional practices?
* Identify a specific approach that has worked well in fostering reflection and consider ways to expand on it to further support this core function.

5. Encouraging Constructive Feedback

* How regularly do I encourage and model constructive feedback that focuses on growth and   
  actionable improvement?
* Reflect on the types of feedback shared in recent sessions. How can you help the team refine their feedback to align with their improvement goals?

6. Depersonalizing Language

* How consistently am I mindful of using language that keeps the focus on ideas, practices, and shared goals rather than individuals to create a safe, constructive dialogue?
* Consider how you can further practice depersonalizing language to enhance openness and reduce defensiveness in conversations.

7. Goal Setting and Alignment With PLC Objectives

* How consistently do I effectively guide the team in setting specific, measurable goals that align with the larger objectives of our PLC and school improvement priorities?
* Reflect on a time when clear goal setting improved team focus and productivity. How might you strengthen this practice to ensure continuous alignment with PLC goals?

8. Structured Process for Collaborative Analysis

* How consistently do I facilitate structured processes for analyzing data, student work, or teaching practices that promote collaborative problem-solving?
* Consider ways to enhance this process to ensure that each member contributes to and benefits from the collaborative analysis, leading to meaningful insights and improvements.

9. Encouraging Shared Responsibility

* How consistently do I foster a sense of shared ownership and collective responsibility among team members for achieving our PLC goals?
* Reflect on how you can strengthen this core function to empower each team member to take an active role in the team’s success.

Next Steps

For any area in which you rated yourself 2 or below, identify one concrete action you can take to strengthen this aspect of your facilitation. Consider sharing your reflections with a mentor or colleague to gain additional insights and build an actionable improvement plan.