

## Master Facilitator Competency Self-Assessment

**Instructions.** Please rate your skill level in the areas below by writing the appropriate number in each box for each of the following questions.

**Legend:** 5 = Usually, 4 = Sometimes, 3 = Unsure, 2 = Seldom, 1 = Never.

### Self-Mastery Skills (How you facilitate yourself)

Master Facilitator's facilitate their inner process so that they are present with those they're facilitating. They maintain a learning orientation to life, remaining open to new ideas and input. They are committed to their own self-care to maintain the high energy and awareness required of a facilitative leader, and as a model for others.

- I accept myself as I am and seek to be "real" with others.
- I practice "being here now," in the present moment.
- I manage my internal world, quickly recovering from emotional imbalance.
- I maintain personal integrity, fulfilling my needs while being honest with others.
- I am open to feedback, learning, and coaching.
- I maintain my role as facilitator effectively distinguishing content from process.
- I care for and prepare myself physically, mentally, emotionally, and spiritually to maintain peak performance.
- I adapt to changing situations.
- I maintain my objectivity as a facilitator or share my biases when I can't.
- I share responsibility for the group's journey.

# Master Facilitator Competency Self-Assessment (Continued)

## Presence and Presenting Skills (How you present yourself)

Master Facilitators present themselves confidently, professionally, and authentically. They have a strong presence that gently but firmly commands the attention of others. They are adept at using presentation tools and media and maintain a clear focus on objectives and schedule.

- I read my audience, adjust my presentation accordingly, and am sensitive to cultural and gender differences.
- I prepare thoroughly, knowing and understanding my material before I present.
- I effectively use presentation tools such as Flip Charts, Projectors, Chalk, Markers, Microphones, etc.
- I take command of my voice and use it as an effective tool.
- I use my body language to connect with and engage participants.
- I demonstrate professionalism, self-confidence, and authenticity.
- I trust my intuition and share it when appropriate.
- I use humor when appropriate to maintain lightness, aliveness, and creativity.
- I help my groups establish and achieve clear, manageable objectives.
- I manage available time by balancing schedule with objectives.

## Relating Skills (How you facilitate others)

Master Facilitators are expert communicators. They listen deeply, hearing and feeling all that is said and not said, and they respond compassionately for the highest good of all concerned.

- I listen to what they're saying, not saying, and how they're saying it.
- I empower others to solve their own problems and process their own issues.

# Master Facilitator Competency Self-Assessment (Continued)

## Relating Skills (Continued)

- I interpret body language to take appropriate action to enhance connection.
- I practice the use of reflective listening so that everyone is heard and understood.
- I practice the use of silence as a tool to enrich the process.
- I challenge what I hear if it sounds incongruent.
- I'm empathic. I can put myself in other's shoes.
- I acknowledge, support, and validate others as appropriate.
- I clarify and reveal assumptions to remove barriers to clear communication.
- I cultivate trust to create and maintain an environment of discovery.

## Group Awareness, Management, and Exploration (GAME) Skills (How you facilitate a team)

Master Facilitators create and maintain a safe environment to facilitate the emergence and use of group synergy. They understand group process, are sensitive to the energy of the group, and are comfortable coaching participants as necessary to create expanded awareness and positive shifts in their performance. Master facilitators are great leaders AND great followers.

- I effectively facilitate development of ground rules and enforce them.
- I effectively build trust-get the group connected and comfortable with itself.
- I effectively maintain a safe space-physically and emotionally.
- I understand team evolution and group dynamics.
- I use "problems" as learning opportunities.

# Master Facilitator Competency Self-Assessment (Continued)

## Group Awareness, Management, and Exploration Skills (Continued)

- I am sensitive to group energy and how to manage it.
- I effectively read the underlying dynamics of a group.
- I effectively evoke participation and creativity.
- I honor my group's wisdom and ability to do their own work.
- I let the group own their process and don't compete for their attention.

## Intervention Skills (Continued)

Master Facilitators know how and when to intervene into group process. They are comfortable using a number of tools to keep the process healthy and moving forward.

- I effectively facilitate completion and closure of group activities.
- I know the five levels of intervention and how to intervene on each one.
- I effectively exercise the cycle of diagnosis and intervention.
- I effectively resolve conflict between participants.
- I effectively "Carefront" individuals to expose patterns.
- I help others break through barriers to their process.
- I effectively identify and disarm "group think."
- I effectively check out assumptions and hidden agendas.
- I effectively keep groups on task.
- I effectively encourage and acknowledge others.

# Master Facilitator Competency Self-Assessment (Continued)

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## Logistic Skills (Continued)

Master Facilitators plan and prepare their presentations to best meet the unique needs and purpose of their audience. They assemble and manage the resources necessary to effectively conduct their meetings and perform follow-up activities as necessary to keep their group on track. Master Facilitators weave the thread of continuity between one meeting and the next.

- I plan and prepare for my audience.
  - I develop effective meeting agendas.
  - I plan and prepare a physical environment appropriate to the event
  - I can distinguish "Task Force" meetings from "regular" meetings.
  - I follow-up with my groups as appropriate.
  - I effectively solicit evaluation of the meetings I facilitate.
  - I use time and space intentionally.
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## SCORING KEY

- 252-280 = Congratulations! You are a Master Facilitator.
  - 224-251 = You're a good facilitator and mastery is right around the corner.
  - 196-223 = You're doing well and have the potential to really improve your facilitation.
  - 168-195 = You have the opportunity to really improve as a facilitator.
  - Below 168 = Hey, maybe you're new at this and ready to learn something new.
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**About the Author.** Steve Davis, M.S., M.A. is a Facilitator's Coach and free-lance human. He helps facilitators, organizational leaders, educators, trainers, coaches and consultants who struggle to present themselves confidently, access their creativity, empower their under-performing groups, enhance their facilitation skills, and build their businesses online and offline. Subscribe to his free weekly ezine at [www.MasterFacilitatorJournal.com](http://www.MasterFacilitatorJournal.com).