

MEETING AND NEXT STEPS

Reflect on how the meeting went to develop facilitation skills, think about topics, and consider techniques. Note next steps.

Topic: _____ Date: _____

Attendees: _____

Check all that apply

Response from participants:

- | | |
|-------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Was meaningful and useful for them | <input type="checkbox"/> Responsive and engaged |
| <input type="checkbox"/> Respectful but neutral | <input type="checkbox"/> Appeared bored or indifferent |
| <input type="checkbox"/> Rejected or resisted ideas | <input type="checkbox"/> Other _____ |

The material seemed to be:

- | | |
|-------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Interesting, motivating | <input type="checkbox"/> Do-able |
| <input type="checkbox"/> Understandable | <input type="checkbox"/> Right amount, right level |
| <input type="checkbox"/> Irrelevant to the program or staff | <input type="checkbox"/> Too advanced or complex |
| <input type="checkbox"/> Too much for the time available | <input type="checkbox"/> Other _____ |

Changes for this or other sessions:

- | | |
|---------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> More activities | <input type="checkbox"/> Better prep by facilitator |
| <input type="checkbox"/> Draw more on participants' experience | <input type="checkbox"/> More review, move slower |
| <input type="checkbox"/> Build stronger collaborative, team feeling | <input type="checkbox"/> Move faster |
| <input type="checkbox"/> Other _____ | |

Other topics to cover: _____

Notes: _____

Next steps: _____

