



A Wetherhaven Production

Dedicated to the development of critical competencies in adults for change and growth

John Inman's Lead Facilitator Scoring Guide

I. TECHNICAL

Scale: 1 is low, 5 is high

A. Business and Client Knowledge

(Overall Rating)

① ② ③ ④ ⑤ NA

1. Understand client organization

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2. Customize curriculum to client

3. Use client terminology

4. Demonstrate professional consulting capabilities

5. Demonstrate knowledge of curriculum

B. Program Design & Management

(Overall Rating)

① ② ③ ④ ⑤ NA

1. Used knowledge of learning theory and curriculum to choose the most appropriate and impactful strategies for the program

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2. Matched and developed flow, content, methods, and media with objectives and client needs consistent with program design

3. Followed curriculum guidelines and improved where necessary

4. Was flexible in style/pace to accommodate participant needs

5. Provided a safe learning environment

7. Handled disruptive behavior quickly, professionally, and appropriately

8. Showed patience, empathy, and self-confidence in difficult situations

9. Respected individual differences

10. Demonstrated willingness to learn and continuously improve

11. Provided problem-solving leadership in areas requiring improvement

C. Presentation & Facilitation Skills

(Overall Rating)

① ② ③ ④ ⑤ NA

- 1. Delivered a concise, confident, organized and interesting program, and demonstrated flexibility in teaching and presentation skills
- 2. Keep energy and participation of participants high
- 3. Used full range of physical communication styles to enhance delivery
- 4. Was able to laugh at self and use humor or stories to enhance learning
- 5. Used verbal communication that is appropriate for audience
- 6. Provided smooth and connected transitions between program segments
- 7. Clearly explained purpose of program and each segment
- 8. Provide clear models and examples that participants can connect to their respective jobs
- 9. Agile and quick on feet
- 10. Drew on personal experience to illustrate learning points
- 11. Was competent but did not come off as “the expert”
- 12. Asked questions to obtain participants’ examples, experiences, understanding and applications
- 13. Acknowledged, recognized, and listened to participants’ questions and issues and responded positively, accurately and appropriately

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II. INTERACTION

A. Professionalism

(Overall Rating)

① ② ③ ④ ⑤ NA

- 1. Dressed appropriately for the audience
- 2. Was on time and ready to go at beginning and after breaks
- 3. Used appropriate language and information
- 4. Set a positive example by operating in a quality / value-added manor

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B. Self Management

① ② ③ ④ ⑤ NA

1. Maintained focus and genuine interest on the program and clients

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2. Modeled style upon which curriculum is based

3. Commitment to do “what ever it takes” for a successful program

4. Willingly admitted self-limitations as they arose

5. Constantly operated from an accountable and not blaming place

6. Demonstrated ability to use time with great effectiveness