

FACILITATION CHECKLIST

Facilitation	Complete	Incomplete
Welcome Participants		
Introduce Participants		
Explain Your Role		
Set Time Frame		
Conduct a warm-up exercise		
Start Discussion		
Set a positive Tone		
Uses Humor		
Check the pulse of the participant		
Eye Contact		
Nods Head		
Good Posture		
Ask Probing Questions		
Encourages Participation		
Smooth Transition to New Topic		
Keeps Track of the Discussion		
Answers questions throughout the presentation		
Compare and contrast participant's ideas		
Manages Conflict		
Ends with a great conclusion		