

## CCNE Group Class Facilitation Self-Audit Checklist

1= Needs improvement      5= Great job	1	2	3	4	5	Comments/ plans for improvement
<b>Reviewed lesson</b> plan prior to teaching the class.						
Gathered <b>materials</b> needed for the lesson prior to teaching the class (handouts, pens, visual aids, etc.).						
<b>Arranged the classroom</b> to maximize interaction among participants (i.e. chairs in a circle, semi-circle, or horseshoe formation).						
<b>Introduced self</b> to the group and established positive relationship with participants.						
<b>Introduced the lesson</b> and established or reviewed “ <b>ground rules</b> ” including but not limited to reviewing the topic and encouraging participation from all group members.						
Used an <b>icebreaker</b> - a simple introduction question or activity to help participants feel more comfortable with talking to each other.						
Used lesson plan and sample discussion questions as a <b>guide</b> rather than as a script.						
<b>Tailored</b> the session to meet needs and interests of participants.						
Encouraged <b>group discussion</b> using open-ended questions.						
Used feedback from participants as a way to <b>encourage further discussion</b> (ex: “That’s a great suggestion, any other thoughts on that? Can anyone else relate to that?”) rather than having a “one-and done” question and answer approach.						
Invited participants to share any <b>additional questions</b> or concerns.						
Addressed questions or concerns by encouraging participants to <b>share ideas</b> with each other as often as possible before providing information.						
Invited participants to <b>summarize and share</b> what they’ve learned from the session and how they <b>plan</b> to use it in the future						
<b>Stayed in the classroom</b> throughout the session to facilitate the lesson.						
<b>Closed</b> the session in a positive way.						