

FACILITY: _____

GROUP FACILITATOR EVALUATION FORM

Class Name:	Session Observed:
Date of Session Observed:	Length of Session:
Number of Participants:	Class Facilitator:

The following items should be assessed for staff delivering a group intervention. For each item, please decide if the staff member is “very satisfactory” (2)—there are no recommendations for improvement in this area, “satisfactory” (1)—item was met, but there is some room for improvement, or “needs improvement” (0)—coaching/direction is needed. This assessment should be scored during observation of group delivery or when watching a video-taped session. The total score for each sub-domain should reflect an average rating for that section by dividing the *number of points earned* by the *number of items scored* in that section (excluding items marked N/A). This average score should range between 0 and 2. The overall group rating is the average rating for the entire group. The average sub-domain and total group rating provides for a measure of progress for group facilitators.

FACILITATION SKILL ITEMS	Very Satisfactory=2 Satisfactory=1 Needs Improvement=0 Not Applicable=N/A	COMMENTS
A. GROUP STRUCTURE/FORMAT		
1. Is prepared for the session (flip chart, handouts prepared, clear about session topic, etc.)		
2. Incorporates homework review (participants report out on homework verbally/in writing and constructive feedback is provided)		
3. Has and follows a group manual		
4. Involves all participants in group discussion and activities		
5. Makes good use of group time (i.e., meaningful activities/discussion, good pacing, stays on task, etc.)		
<i>Overall Group Structure/Format Rating</i>	Total points = ____	Total points / # of items(5) = __
B. FACILITATOR KNOWLEDGE/MODELING		
1. Demonstrates clear understanding of the cognitive-behavioral model (e.g. thought behavior link, use of behavioral practice)		
2. Uses cognitive restructuring techniques, where applicable		
3. Displays pro-social thinking and behavior		
4. Does not make or reinforce derogatory/antisocial comments, jokes or remarks (i.e. laugh or agree with antisocial comments)		
5. Attempts to address responsivity issues/participant barriers (e.g., language, comprehension level, culture, transportation problems)		
6. Generally uses a solution-focused/problem solving approach		
<i>Overall Facilitator Knowledge/Modeling Rating</i>	Total points = ____	Total points / # of items(5) = ____
C. TEACHING SKILLS		
1. Teaches--Introduces the skill and attempts to get participant buy-in on use of the skill		
2. Models—Facilitator demonstrates skill or skill steps to participants		
3. Practices--All participants involved in the practice/role play of the skill being taught		

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FACILITATION SKILL ITEMS	Very Satisfactory=2 Satisfactory=1 Needs Improvement=0 Not Applicable=N/A	COMMENTS
4. <i>Feedback</i> --Provides constructive feedback to participants practicing the skill (facilitator and participants provide feedback)		
5. Assigns homework to allow for skill practice outside of group setting		
6. Identifies and addresses participants' individual skill deficits using a cognitive-behavioral approach		
<i>Overall Teaching Skills Rating</i>	Total points = _____	Total points / # of items(6) = _____
D. BEHAVIOR MANAGEMENT		
1. Recognizes anti-social thinking and behavior		
2. Effectively addresses anti-social thinking and behavior		
3. Able to redirect/correct behavior without alienating participants		
4. Provides appropriate reinforcement of pro-social thinking and behavior		
5. Verbal praise/reinforcement is used at a high frequency		
6. Verbal praise is specific to the targeted behavior (i.e. facilitator explains the specific behavior being reinforced)		
7. Facilitator generally has good group management techniques		
<i>Overall Behavior Management Rating</i>	Total points=_____	Total points / # of items(7) =_____
E. COMMUNICATION		
1. Communicates to the participants in a respectful manner		
2. Provides information to the group in a clear and concise manner		
3. Uses reflective listening and acknowledges participants' contribution to the group discussion		
4. Uses open-ended questions to engage the group in discussion		
<i>Overall Communication Rating</i>	Total points=_____	Total points / # of items(4) =_____
F. INTERPERSONAL CHARACTERISTICS		
1. Has rapport with participants		
2. Engaging with participants (i.e. shows enthusiasm, uses humor where appropriate)		
3. Accepts differing viewpoints (i.e. does not impose personal values on participants)		
4. Avoids argumentation		
<i>Overall Interpersonal Characteristics Rating</i>	Total points=_____	Total points / # of items(4) =_____
OVERALL GROUP RATING (total points/total items)		
_____ / _____ = _____		

Areas of Strength: _____

Areas for training or growth: _____

Evaluator Signature: _____

Review Date: _____

Facilitator Signature: _____

