

# C2L - Quick Check

## 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:

- ☐ Was meaningful and useful for them
- ☐ Respectful but neutral
- ☐ Rejected or resisted ideas
- ☐ Responsive and engaged
- ☐ Appeared bored or indifferent
- ☐ Other \_\_\_\_\_

The material seemed to be:

- ☐ Interesting, motivating
- ☐ Understandable
- ☐ Irrelevant to the program or staff
- ☐ Too much for the time available

- ☐ Do-able
- ☐ Right amount, right level
- ☐ Too advanced or complex
- ☐ Other \_\_\_\_\_

Changes for this or other sessions:

- ☐ More activities
- ☐ Draw more on participants' experience
- ☐ Build stronger collaborative, team feeling
- ☐ Better prep by facilitator
- ☐ More review, move slower
- ☐ Move faster
- ☐ Other \_\_\_\_\_

Other topics to cover:

Notes:

*Next Steps: [Identify specific actions for improvement based on reflection. Outline next steps and consider any additional resources or support needed]*

*Additional Notes: [Include any unexpected challenges faced during the meeting and how they were addressed. Celebrate successes and positive moments observed during the session]*