

Assessment of Facilitator Competencies

The objective of this questionnaire is for target participants to undertake a self-assessment of their Facilitator competencies. Please be assured that responses will be kept confidential. They will only be used to establish the baseline competencies and, if needed, to adjust the design and delivery of the DSWD Facilitator Development Program to respond to priority learning needs of your group.

Directions:

1. Please be candid in your self-assessment of competencies and behavioral indicators. Do not over-analyze each statement. Please remember that there are no right or wrong answers.
2. Please read the behavioural indicators under each competency. For each behavioural indicator, cross out (X) the symbol that corresponds to your self-assessment.



(Not demonstrated)



(Area for improvement)



(Area of adequacy)



(Area of strength)

3. After assessing all behavioural indicators under the competency, encircle the numerical rating that best describes your current level of that competency. Use the rating scale below as reference.

Level	Definition
1	No competency.
2	Very limited competency.
3	Some competency indicators are demonstrated.
4	Most competency indicators are demonstrated but work results still need refinement.
5	Most competency indicators are adequately demonstrated and most work results meet expectations/requirements.
6	All competency indicators are adequately demonstrated and all work results meet expectations/requirements.
7	All competency indicators are demonstrated in a consistent and sustained manner.
8	All competency indicators are demonstrated in a consistent and sustained manner, and all work results are considered best practice.

Competency								
1. Designing and customizing group processes to meet participant needs								
a. Analyse organisational context of participants								
b. Diagnose participants' needs								
c. Create appropriate designs to achieve intended outcomes								
d. Predefine a quality product & outcomes with participants								
Current Level of Competency	1	2	3	4	5	6	7	8

2. Demonstrating participatory and interpersonal communication skills											
a.	Apply a variety of participatory processes										
b.	Demonstrate effective verbal communication skills										
c.	Develop rapport with participants										
d.	Practice active listening										
e.	Observe and provide feedback to participants										
		Current Level of Competency		1	2	3	4	5	6	7	8

3. Honouring and recognising diversity, and ensuring inclusiveness									
a. Encourage positive regard for the experience and perception of all participants									
b. Create a climate of safety and trust									
c. Create opportunities for participants to benefit from the diversity of the group									
d. Cultivate cultural awareness and sensitivity									
Current Level of Competency		1	2	3	4	5	6	7	8

4. Managing group conflict				
a. Help individuals identify and review underlying assumptions				
b. Recognise conflict and its role within group learning / maturity				
c. Provide a safe environment for conflict to surface				
d. Manage disruptive group behaviour				

Competency				
e. Support the group through resolution of conflict				
Current Level of Competency		1 2	3 4	5 6 7 8

Competency				
5. Evoking group creativity				
a. Draw out participants of all learning/thinking styles				
b. Encourage creative thinking				
c. Accept all ideas				
d. Use approaches that best fit needs and abilities of the group				
e. Stimulate and tap group energy				
Current Level of Competency		1 2	3 4	5 6 7 8

6. Guiding the group with clear methods and processes				
a. Establish clear context for the session				
b. Actively listen, question and summarise to elicit the sense of the group				
c. Recognise tangents and redirect to the task				
d. Manage small and large group process				
Current Level of Competency		1 2	3 4	5 6 7 8

7. Facilitating group self-awareness about its task				
a. Vary the pace of activities according to needs of group				
b. Identify information the group needs, and draw out data and insight from the group				
c. Help the group synthesise patterns, trends, root causes, frameworks for action				
d. Assist the group in reflection on its experience				
Current Level of Competency		1 2	3 4	5 6 7 8

Competency									
8. Guiding the group to consensus and desired outcomes									
a.	Use a variety of approaches to achieve group consensus								
b.	Use a variety of approaches to meet group objectives								
c.	Adapt processes to changing situations and needs of the group								
d.	Assess and communicate group progress								
e.	Foster task completion								
Current Level of Competency		1	2	3	4	5	6	7	8

Competency								
9. Demonstrating knowledge of a range of facilitation methods								
a. Explain problem-solving and decision-making models								
b. Explain a variety of group methods and techniques								
c. Recognise consequences of misuse of group methods								
d. Distinguish process from task and content								
e. Learn new processes, methods, & models in support of participants' changing/emerging needs								
Current Level of Competency	1	2	3	4	5	6	7	8

10. Modeling positive professional attitude											
a.	Practice self-assessment and self-awareness										
b.	Approach situations with authenticity and a positive attitude										
c.	Encourage trust in the capacity and experience of others										
d.	Vigilant to minimise own influence on group outcomes										
e.	Maintain an objective, non-defensive, non-judgmental stance										
		Current Level of Competency		1	2	3	4	5	6	7	8

Adapted from: International Association of Facilitators (IAF) Core Competencies
<https://www.iaf-world.org/site/professional/core-competencies>