

## TOOL: Checklist: facilitator self-evaluation

Facilitators can use the questions below to assess their work with adolescents.  
Adapt or add questions as appropriate.

Question	No	Somewhat	Yes
I understand the Ten Key Competencies and Ten Key Approaches, and how to use the activities, tools and supplies in the Adolescent Kit.			
I am prepared for sessions and well informed about topics and activities.			
I arrive on time for my sessions.			
I keep attendance records.			
I support adolescents to manage, use and store supplies and materials.			
I can call participants by name.			
I don't favour participants I already know personally over those I don't.			
I take time to listen to the adolescents.			
I support everyone's experiences and right to their own opinions.			
I don't judge the adolescents, even if I don't share their views.			
I am aware that my cultural background shapes my values, beliefs and assumptions, just as participants' cultural backgrounds shape theirs.			
I am aware of gender roles and differences.			
I encourage all participants to share their experiences and to contribute to group learning.			
I support all adolescents to participate equally in activities and discussions.			

Question	No	Somewhat	Yes
I provide adolescents with information about other programmes, services and support that they may benefit from or enjoy.			
I know how to read and interpret adolescents' responses, verbal and nonverbal.			
I understand group dynamics and feel comfortable managing conflicts.			
I know how to stay in charge, without being overly controlling.			
I act in a professional, calm manner, even when I feel provoked.			
I am comfortable adapting sessions to meet participants' needs.			
I encourage adolescents to take on responsibilities, even if that means they perform them in a different way than I do.			
I understand that the topics addressed during sessions may have an emotional impact on adolescents.			
I am empathetic and understanding about participants' emotional reactions and know how to handle them.			
I know my limits as a facilitator and where to refer adolescents with problems I can't handle on my own.			
I can recognise warning signs that adolescents may face risks to their health, protection, safety or wellbeing.			
I know how to follow reporting and referral procedures (including confidentiality guidelines), and how to connect adolescents to appropriate support and services.			
My body language and facial expressions are respectful and friendly.			
I present one idea at a time and show relationships between ideas, summarizing when necessary.			

Question	No	Somewhat	Yes
I frequently use examples, charts, and visual/audio aids to illustrate my points.			
I use humour and imagination to keep participants interested.			
I am aware that I do not know all the answers and am open to learning from participants.			
I encourage sharing of participants' knowledge and skills and don't seek to impress learners with my own knowledge.			
I challenge participants' thinking in a supportive and affirmative way.			
I regularly encourage adolescents to review their group performance.			
I am receptive to feedback, both informally and through formal evaluation.			