

Synergy Alberta Facilitation Evaluation Form



This form is intended to provide feedback with respect to facilitation performed for synergy and community groups in Alberta. Please complete this form immediately following a facilitated discussion and send it to the Synergy Alberta office.

(1) Strongly Disagree (2) Disagree (3) Neither Agree or Disagree (4) Agree (5) Strongly Agree

1 Facilitation Content and Decision Making

1 2 3 4 5

The facilitator helped our group to:

- Create a useful agenda for the meeting □ □ □ □ □
- Identify issues and objectives for the meeting □ □ □ □ □
- Learn from and understand each other □ □ □ □ □
- Ensure all participants were given opportunities to express their views □ □ □ □ □
- Explore what was important to all parties regarding the issues □ □ □ □ □
- Develop sufficient information about issues □ □ □ □ □
- Brainstorm alternative solutions before making decisions □ □ □ □ □
- Select a solution which served the needs of as many participants as possible □ □ □ □ □

Please make additional comments that relate to any of the above statements:

2 Facilitation Process and Communication

1 2 3 4 5

The facilitator helped our group to:

- Use the time effectively □ □ □ □ □
- Follow the process we had set out □ □ □ □ □
- Communicate respectfully with each other □ □ □ □ □
- Embrace differences in opinion □ □ □ □ □
- Manage conflict effectively □ □ □ □ □

Please make additional comments that relate to any of the above statements:

(1) Strongly Disagree (2) Disagree (3) Neither Agree or Disagree (4) Agree (5) Strongly Agree

3 The Facilitator Demonstrated:

1 2 3 4 5

Objectivity

Excellent communication skills

Interest in the participants and the process

Please make additional comments that relate to any of the above statements:

4 Additional Comments

What part of the facilitation did you feel was particularly useful?

What could be done to improve future meetings?

Other Constructive Comments:

Please do NOT write below this line. For office use only. Facilitator comments.