Facilitation Session Guide - Criteria

Session lead up
- ❏ Arrived early, set up session environment (e.g. uploaded slides, did audio check etc.)
- ❏ Connected informally with participants as they arrived to the session, OR
- ❏ Provided on screen instructions about when the session would start and what participants should do while they wait for the session to begin

Session opening
- ❏ Remembered to turn recording on, if desired
- ❏ Welcomed participants
- ❏ Introduced self/selves
- ❏ Incorporated introductions or check-in activity as relevant
- ❏ Turned on video in beginning to establish visual connection with participants
- ❏ Addressed any norms or ground rules necessary for the session (e.g. muting mic when not speaking)

Purpose and objectives
- ❏ Purpose of session and objectives were clearly stated
- ❏ Participants were aware of how long the session was going to be
- ❏ Purpose of session and objectives seemed reasonable given the length and mode of the session

Session content/activities
- ❏ Incorporated activity/activities to engage participants very near the beginning of the session
- ❏ Incorporated activities to draw in participants (eg. initiated polls, discussion questions, whiteboard interaction) at regular intervals throughout session
- ❏ Amount of content was appropriate for the length of the session
- ❏ Balance of content and activities was appropriate for the session's purpose and objectives
- ❏ Kept to session timing; maintained focus of discussion to purpose/objectives

Technical skill and comfort
- ❏ Gave appropriate instructions to participants regarding technical use of platform, e.g. interactive tools, video and audio set up and usage
- ❏ Appeared to know how to use the particular technical tools chosen for the session
- ❏ Did not get flustered if/when technical mishaps occurred

Visual and technical resources:
- ❏ Visual resources, if used, were clear, uncluttered, and appealing
- ❏ Visual resources were appropriate for the context and content of the session
- ❏ Technical equipment (e.g. headset) functioned well

Communication
- ❏ When video was on, appeared comfortable with being seen on camera and looked at the camera
- ❏ Voice was clear, easy to hear and tone was appropriate for the session
- ❏ Speaking pace was at an appropriate level
- ❏ Communicated in an authentic way; used humour as appropriate to the situation

Co-facilitation
- ❏ Interacted well with each other
- ❏ Appeared to be clear on their session roles
- ❏ Shared facilitation and technical roles effectively
- ❏ If not co-facilitating, asked for assistance from participants, if appropriate (e.g. to monitor the Chat)

Session closing
- ❏ Thanked participants for attending
- ❏ Provided an appropriate summary or wrap up to the session
- ❏ Provided follow up information/data as required
- ❏ Incorporated an evaluation, if relevant