

How Are You Doing? Self Assessment

For the meetings I facilitate, I make a conscious effort to:

	NEVER				ALWAYS
1. Develop a purpose and outcome(s) in advance.	1	2	3	4	5
2. Establish rapport and make an engaging connection with participants as they arrive in your virtual meeting room.	1	2	3	4	5
3. Use a variety of virtual meeting app features to allow participants to have a 'voice' in the virtual meeting.	1	2	3	4	5
4. Plan in advance how to document the meeting in a way that's meaningful for participants.	1	2	3	4	5
5. Develop and distribute an agenda in advance.	1	2	3	4	5
6. Begin the virtual meeting by reviewing and gaining agreement to the purpose, outcome(s), and agenda.	1	2	3	4	5
7. Track and support high levels of participation by all group members.	1	2	3	4	5
8. End on time, always reviewing agreements, accomplishments, and action items.	1	2	3	4	5
9. Plan in advance how you will encourage group interactions and a high degree of visual engagement throughout the virtual meeting.	1	2	3	4	5
10. Begin the meeting by developing or reviewing ground rules.	1	2	3	4	5
11. Adjust the pace in response to cues from the group.	1	2	3	4	5
12. Close by clarifying individual accountabilities and next steps.	1	2	3	4	5
13. Carefully consider who should attend the virtual meeting based upon the outcomes.	1	2	3	4	5
14. Set the expectation for a high degree of group interaction.	1	2	3	4	5
15. Manage the flow of the discussion toward achieving the purpose and outcomes of the virtual meeting.	1	2	3	4	5
16. End by expressing appreciation for the group's participation.	1	2	3	4	5

Transferring Scores

In the spaces below, write the number you circled for each question. Add up your scores for each column and enter the totals below.

1. _____	2. _____	3. _____	4. _____
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5. _____	6. _____	7. _____	8. _____
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9. _____	10. _____	11. _____	12. _____
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13. _____	14. _____	15. _____	16. _____
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Total:	Total:	Total:	Total:
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Interpreting Scores

Your responses to the self-assessment give you some idea of how you currently put key virtual facilitation skills into action. Areas in which you scored lower than others may suggest opportunities for improvement while areas in which you scored higher represent strengths to leverage for even greater impact during the virtual meetings you facilitate.

Prepare for Optimal Virtual Participation	Set the Stage from Miles Away	Encourage Remote Exchange	Leverage the Minutes Before Log-Off
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