

FACILITATED FEEDBACK

Drive discussion on how effectively the training objectives were met



12-15 minutes

Objectives of Role:

- Confirm the training objectives with the trainer prior to the meeting
- Facilitate discussion on how effectively these objectives were met, to assist the trainer in identifying their skills

Why does this role exist?

- To help both the presenter and the audience learn how to better present material, and to think of different ways of doing things.
- To provide a structured reflection segment for trainers to help them evaluate their effectiveness

Process

This session needs to be tied to the objectives of the training session being delivered. The Facilitator is expected to drive discussion to deliver on the objectives the trainer would like to achieve with the feedback. These may include things like, but are not limited to, the effectiveness of directions, interactivity, ability to effectively get the group attention back.

This is not an evaluator role (although you may also be asked to complete a written evaluation in a manual for the trainer). The facilitator is not to deliver their opinion and feedback for fifteen minutes but to drill down into the feedback from the training audience to assist the trainer to develop the training session.

It is essential the facilitator manage the session in a positive frame so there are strengths highlighted and the feedback does not descend into a free-for-all criticism of the trainer – this is about developing not demoralising.

1. Speak to the trainer beforehand to discuss their objectives and what they might want their feedback to focus on
2. Make notes before and during the session to help you approach the Facilitation in an effective manner

What does this role connect to in our Club Training Manual?

Appendix D: Facilitation (p31)



Are there any resources available in the club that might assist you to complete this role?

- Debriefing and Review Time Thumballs (p3)
- Stress-Free Debriefing Tools, Essentials & Plus Set (p12)

Special thanks to Richard for co-authoring this entry.