

**Facilitator's Feedback Form**

Facilitator's Name:

Coach's Name:

Date of Coaching / Feedback:

**Column A for Self Assessment by Facilitator using the following codes:**

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Needs immediate attention     | 3. Where I want to be |
| 2. Moving in the right direction | 4. Terrific Work      |

**Column B for comments from Mentor Coach:**

**1. Building a Trusting Relationship:** Emphasis on use of exploring & focusing skills. Must engage family and gain perspective of the family's definition of community & culture, and desired outcomes.

**Principles / Indicators****Strengths/Opportunities for Improvement**

Column A

Column B

a) Schedules according to family preferences and visits in home.		
b) Conducts strengths/needs assessment with family.		
c) Engages family with empathy, genuineness and respect.		
d) Maintains balance among exploring, focusing and guiding the conversation; uses open ended/solution focused questions.		
e) Solicits and involves all family members input; recognizes family as their own expert.		
f) Prioritizes needs and identifies non-negotiables. Helps family determine outcomes for a family team meeting.		
g) Prepares parents or other family members to tell their story		

**Preparing the Family Team:** Emphasis is on giving the Family a voice. Helps identify and prepare team members and determine roles.

Principles/Indicators	Strengths/Opportunities for Improvements	
	Column A	Column B
a) Discusses meeting purpose, roles and confidentiality		
b) Schedules with family best date, time & place.		
c) Helps family identify team members; encouraging natural informal supports.		
d) Discusses with the family who needs to attend the meeting, including their own support system		
e) Helps the family identify their worries concerns about team members participation.		
f) Invites team members, including service providers. And prepares them to create positive expectations. Plans for managing emotions, including what they want from the facilitator.		

**3. Working with the Family Team:** Emphasis is on use of facilitation skills, such as listening and guiding the process; maintaining a neutral position.

Principles/Indicators	Strengths/Opportunities for Improvements	
	Column A	Column B
a) Is prepared for the meeting, including preparing team members, having necessary documents and materials.		
b) Facilitates the team meeting, including guiding the team through the steps of the meeting		
c) Demonstrates ability to manage conflict and reach		

consensus Prioritizes needs and assures matches services match needs.		
e) Makes steps small and measurable, Identifies who, what and when to accomplish steps.		

**4. Maintaining the Family Partnership Team:** Emphasis is on demonstrating ways to support team members throughout the life of a case.

**Principles/Indicators**

**Strengths/Opportunities for Improvements**

Column A

Column B

a) Thanks family & other team members for their effort & cooperation.		
b) Commits to provide a written copy of the plan, advises that plan will be reviewed regularly and revised as needed.		
c) Notes that any team member can request a review, and sets date, time location for next meeting or review of work.		
d) Establishes method for follow up with members regarding completion of steps.		

**Comments**

Strengths Demonstrated in Process:

Future Goals and Next Steps in Development: