

Rubric for Facilitating Staff Meetings

Facilitator _____ Date _____

Data collection

What did you See
What did you Hear

Criteria	Solid	Needs a Tweak	Get Rid of It
Creating Safe and Supportive Environment			
Sets purpose and or objective for meeting			
Establishes ground rules.			
Helps group resolve conflicts.			
Prohibits personal attacks.			
Responds empathetically.			
Shows interest and enthusiasm.			
Accepts or builds upon a staff's idea.			
Praises or encourages			
MANAGING THE GROUP PROCESS			
Begins and ends session on time.			
Fosters participation by all group members.			

Keeps the group on track.			
Summarizes periodically and at the end.			
Facilitates interaction within the group.			