

Coaching Guide Questions

Facilitator/Trainer Development

Presentation & Facilitation Skills

- ◆ Did you demonstrate excellent presentation skills using tone, rate of speech, diction, pitch? Example?
- ◆ Was your presentation style effective? How do you know?
- ◆ What did you do to be mentally and emotionally prepared to teach?
- ◆ How did you demonstrate flexibility and creativity in class when faced with tough questions or classroom challenges? Example?

Content Awareness

- ◆ How did you prepare to teach this subject?
- ◆ How did you prepare your set up and debrief for activities?
- ◆ How did you communicate the transfer of learning to personal and professional life? Example?
- ◆ When did you encourage application discussions? Example?

Audience Management

- ◆ How did you work the room and maintain physical proximity?
- ◆ How did you encourage engagement, interaction and participation? Example?
- ◆ How did you keep learners focused on the purpose of the activity and on the learning objectives?

Presence

- ◆ How do you know you were approachable, trusting and trustworthy?
- ◆ How did you demonstrate humor in your session? Patience? Compassion?
- ◆ How would you rate your composure and professionalism in class?

Administrative Responsibilities

- ◆ How did you ensure that all materials and the room were prepared prior?
- ◆ How did you organize and plan accordingly for time?

General Questions

- ◆ What has your experience been like so far as a facilitator of this course?
- ◆ What are concerns or questions you have?
- ◆ What's helping you and supporting you?
- ◆ What obstacles or difficulties are you facing?
- ◆ What do you think about your performance in regard to your Competencies?
- ◆ What will you do differently next time?
- ◆ What action items will you use to continue to move forward and improve?