

## Pre-Workshop Assessment

For each statement below, circle the number that reflects the level of your knowledge and skills before completing the Workshop. At the conclusion of the Workshop, you will complete a Post-Workshop Assessment and compare your ratings to those on the Pre-Workshop Assessment.

1. I can describe the three primary responsibilities of a meeting facilitator.

High    4    3    2    1    Low

2. I am able to effectively manage differences of opinions that surface during meetings.

High    4    3    2    1    Low

3. I can successfully manage behaviors that could disrupt the process and results of meetings.

High    4    3    2    1    Low

4. I can articulate the steps in a decision-making process.

High    4    3    2    1    Low

5. I can lead meeting participants to reach a consensus on actions to be taken.

High    4    3    2    1    Low

6. I can explain why it is important to conclude meetings with definitive next steps.

High    4    3    2    1    Low

7. I know what my post-meeting responsibilities are as a facilitator.

High    4    3    2    1    Low

8. I am confident and competent in my ability to lead efficient and productive meetings.

High    4    3    2    1    Low