Facilitator session report

How to use this tool

At the end of every session, the facilitator and co-facilitator jointly complete the facilitator report. The facilitators record basic data on the session and self-evaluate how the session went. They note down the main successes, challenges and suggestions for changes in the sessions. The facilitator(s) uses this report as input for their regular debriefings with their supervisor and to make any adjustments for the following session.

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| **Date:** |  |
| **Name(s) of facilitator(s):** |  |
| **Location:** |  |
| **Group:** |  |
| **Session:** |  |

**1. How many participants were in the session today?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme participants** | **Female** | **Male** | **Other** | **Total** |
| **Adolescents 10-14 years** |  |  |  |  |
| **Adolescents 15-17** |  |  |  |  |
| **Adolescents 18-19** |  |  |  |  |
| **Youth 20-24** |  |  |  |  |
| **Adults 25 years and older** |  |  |  |  |
| **Notes / comments:** | | | | |

**2. Was the session carried out according to the manual?**

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| --- | --- |
| **YES**  **NO**  **PARTIALLY** | **If “no” or “partially”, please explain any changes you made and why:** |

**3. Were you able to complete the entire session today?**

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| --- | --- |
| **YES**  **NO**  **PARTIALLY** | **If “no”, please explain why the session could not be completed:** |

**4. What happened in the session today?**

Use the Hand, Head, Heart exercise to reflect on your own facilitation experience during the session

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| **Hand:** What did we do during the session? What happened in the group? |  |
| **Head:** What did you learn in this session? |  |
| **Heart:** What did you feel during the session? How do you feel now? |  |

**5. What went well in the session today?**

Please describe things that went well during the session or feedback received from the group e.g., participants actively participated, good experience sharing, enjoyable games, etc.

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**6. What did not work well in the session today?**

Please describe any challenges during today’s session e.g., difficult conversations, reluctance from participants, disturbance in the session, etc.

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**7. What are your suggestions for changes to this session?**

Please describe your recommendations for adaptations, changes or additions to this session, e.g., allocate more time to the session, add more practical examples, replace any games or activities that are unclear, too difficult or too long. Please mention the session, activity and page number.

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