



FACILITATOR REFLECTION TOOL

Please take a few moments, ideally within the first 24-48 hours following a **XXX**, to respond to the questions which follow. This supports a more disciplined reflection as well as documentation that can be helpful to others.

Date of Session:	
Session	
Your Name:	

1. What were your hopes and expectations for the group in this convening/training/workshop? Were they met? Please explain.
2. Were there any surprises for you during the convening/training/workshop?

If the focus was on the group/cohort as opposed to an individual, answer the following questions:

3. From your perspective, where was the group at the start of the **XXX**? Where did the group get to by the end of the convening/session? Please describe your observations of how the group has or has not evolved.
4. What were some benchmark or major milestone moments that marked movement in the group’s process, identity and/or work together?
5. What contributed to the success of the **XXX**?
6. Did you experience any frustrations or challenges during the **XXX**? Where they overcome? If so, how? If not, why not?
7. If you were to do **XXX** over again, what would you do differently?
8. Please add any other comments or observations.