

ACTIVITY – LEAD FACILITATOR SKILLS REFLECTION

Complete the self reflection quiz below, as honestly as possible. Give yourself a 1 if you think that you rate poorly on an issue, and up to a 5 if you think that you are excellent! Add up your scores in each category. Thereafter, establish the areas where you need to develop your skills further.

No.	Self reflection	Score				
		1	2	3	4	5
	Focus on yourself					
1.	You have a bit of a 'thick skin', meaning that you are able to handle criticism and challenge without getting defensive.					
2.	You are careful not to become a 'motivational speaker'.					
3.	You do not exaggerate the focus on your personality - 'the cult of me'.					
4.	You regularly do a SWOT analysis of yourself, as a reflection on your strengths and weaknesses as a Lead Facilitator.					
Total score for focus on yourself						
	Personal attributes	1	2	3	4	5
5.	You are confident and assertive.					
6.	You are entertaining and engaging.					
7.	You are empathetic.					
8.	You are neat and professionally presented.					
9.	You are on time and well organised.					
10.	You are able to think on your feet.					
Total score for personal attributes						
	Responsiveness to participants	1	2	3	4	5
11.	You listen carefully and attentively to participants.					
12.	You are flexible and responsive to the reasonable needs of the participants.					
13.	You are alert to disability and diversity issues and handle these sensitively.					
14.	You are able to relate to participants.					
Total score for responsiveness to participants						
	Management	1	2	3	4	5
15.	You manage the pace of the learning effectively.					
16.	You are firm but pleasant with the group.					
17.	You are able to manage issues and difficulties that may arise.					
18.	You are able to set boundaries. For example, you do not close a discussion because it has a spark or challenge, but you know where to draw the line.					
Total score for management						
	Methodology	1	2	3	4	5

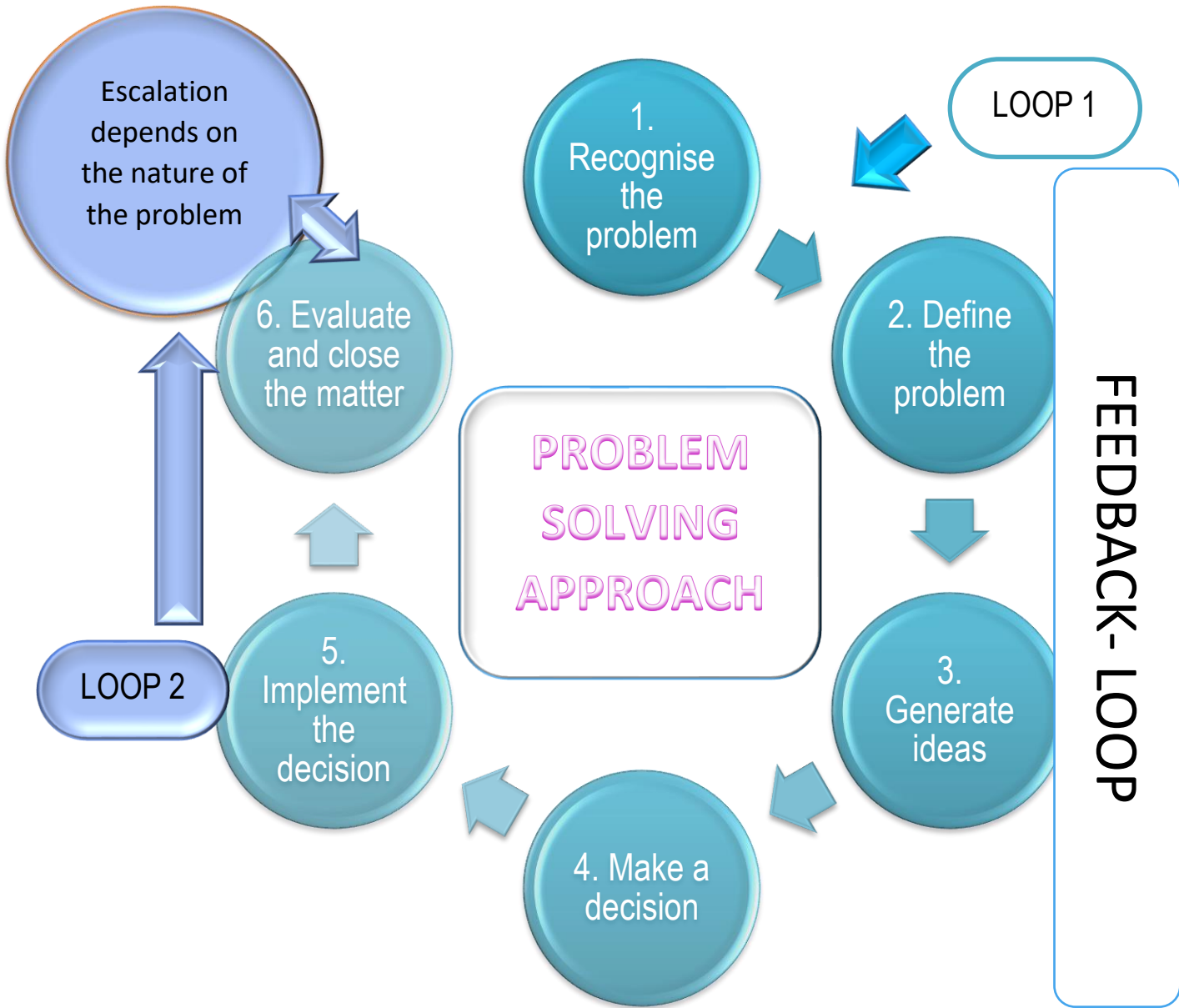
19.	You are creative and innovative with ways to engage participants.					
20.	You use methods that respond to the time of day, needs of participants and relevance to the process.					
21.	You do something different – e.g. build collages, something more creative.					
22.	You have a problem solving and ‘can do’ attitude.					
23.	You use the tactics that will get the results.					
Total score for methodology						
	Communication	1	2	3	4	5
24.	You are able to communicate and speak clearly and concisely.					
25.	You choose words carefully so as to reflect respect for others, including words that reflect diversity and disability.					
26.	You catch the ideas that are raised by listening attentively and do not let them slip away.					
27.	You know how to use dialogue - your own voice, the voice of others, interrogation, pauses, mood.					
28.	You are able to greet using different South African languages.					
Total score for communication						
	Context	1	2	3	4	5
29.	Your experience is relevant to the needs of the public sector.					
30.	You are experienced and qualified in the content area that you are facilitating.					
Total score for context						

List compiled at a workshop with Intelesi, Bababuntu and Lulu Makuku, and combined with ideas from Harwood & Taylor, p.78.

Scoring instructions:

Add up your self-reflective score for each category and fill in the grid below:

Category	No of questions	Your score	Comments/ thoughts on actions required
Focus on yourself	4		
Personal attributes	6		
Responsiveness to participants	4		
Management	4		
Methodology	4		
Communication	5		
Context	2		



Understanding the terrain -TPACK

Using ICTs effectively is really about the integration of all aspects. The well- known TPACK ICT integration model is presented below.

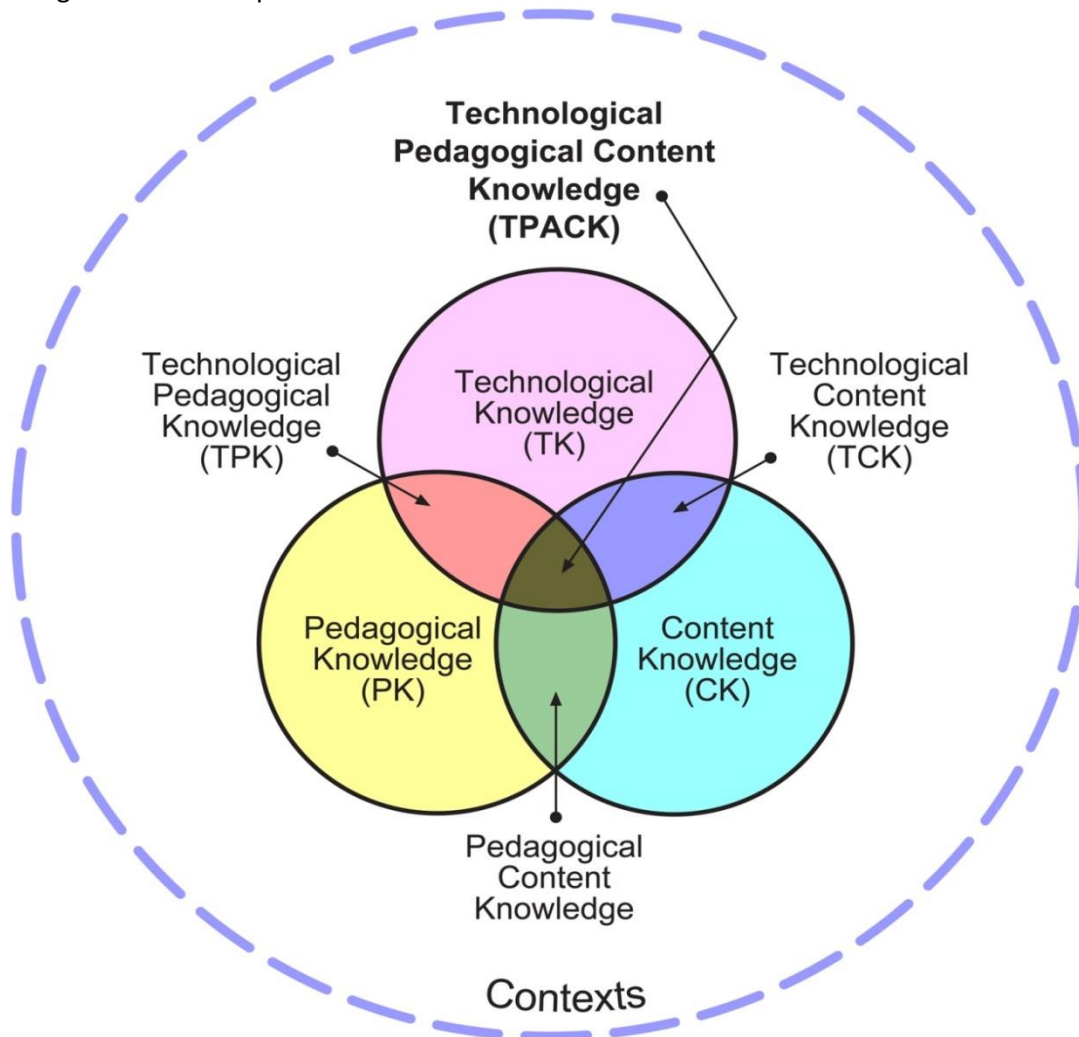


Diagram designed by Candace Marcotte of D34 Technology Facilitators

The terms above need to be understood properly. These are explained further below. Also important are the overlaps between each area and most especially where all three areas overlap. This is when real application and success occurs.

Note: The diagram above presents a very strong view that expertise and application in all of the areas, at the same time, is necessary in order to achieve success for a facilitator who is working in a blended learning programme.