

## The Effective Facilitator MyView Profile™

**Congratulations!** You've just completed an assessment that was developed to help you reflect on your current use of the key skills from The Effective Facilitator. This **MyView Profile™** was designed to help you further understand where you are excelling in the use of these skills, how your peers are using the skills, and finally, where you may have additional opportunity for growth.

We encourage you to review this report with your manager, coach, or other accountability partner and with their assistance, create a **Smart Step Action Plan™** that focuses on increasing your mastery of this new facilitation approach.

### Your Overall Skill Application:

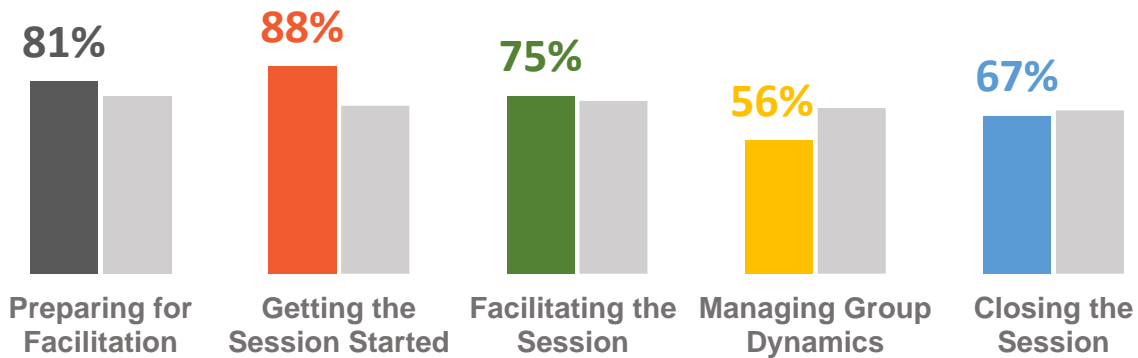
# 74%

For a breakdown of all skills,  
see pages 2 & 3

### Your Top 3 Strengths:

1. **Getting the Session Started**
2. **Preparing for Facilitation**
3. **Facilitating the Session**

### Your Overall Skill Application by Focus Area



To see how your scores compared to ALL other EF Participants who have taken this assessment about 60 days post-training, see Corresponding Benchmarks above (in Grey).

### Focus & Support: Your Selected Skill Challenge by Focus Area

Preparing	Getting Started	Facilitating the Session	Group Dynamics	Closing
Identifying <b>PROBABLE ISSUES</b> that could impact the session	Creating <b>EXCITEMENT</b> within participants about purpose and product	Using <b>FLIP CHARTS</b> to efficiently scribe conversations	Using <b>LEVEL 3 ENERGY</b> to engage participants	Instilling a <b>SENSE OF ACCOMPLISHMENT</b> by reviewing the decisions and results from the meeting

## What do the numbers mean?

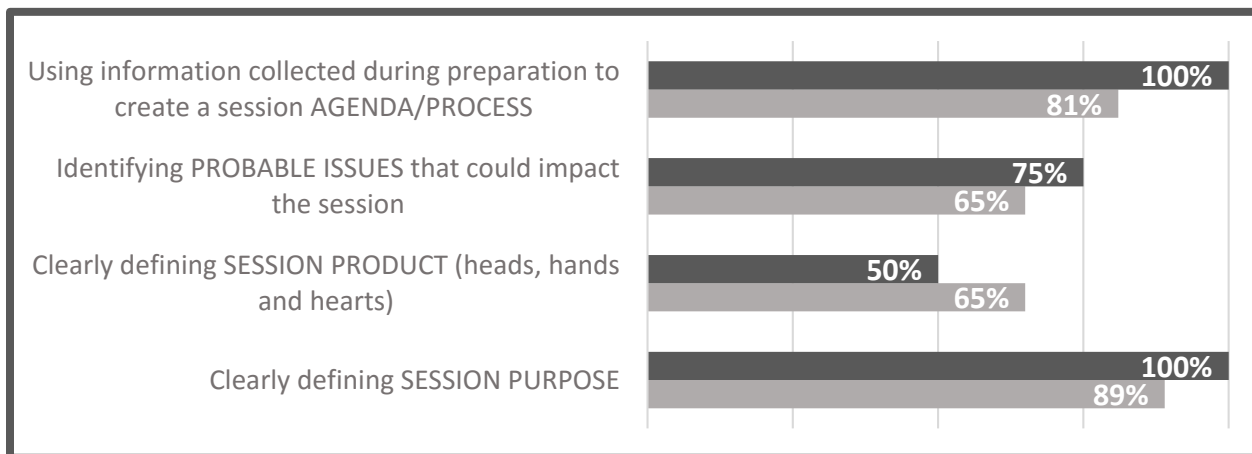


When you see average skill scores throughout the report, think in terms of  
**“I am successfully applying the skills or identified categories of skills \_\_\_ % of the time.”**

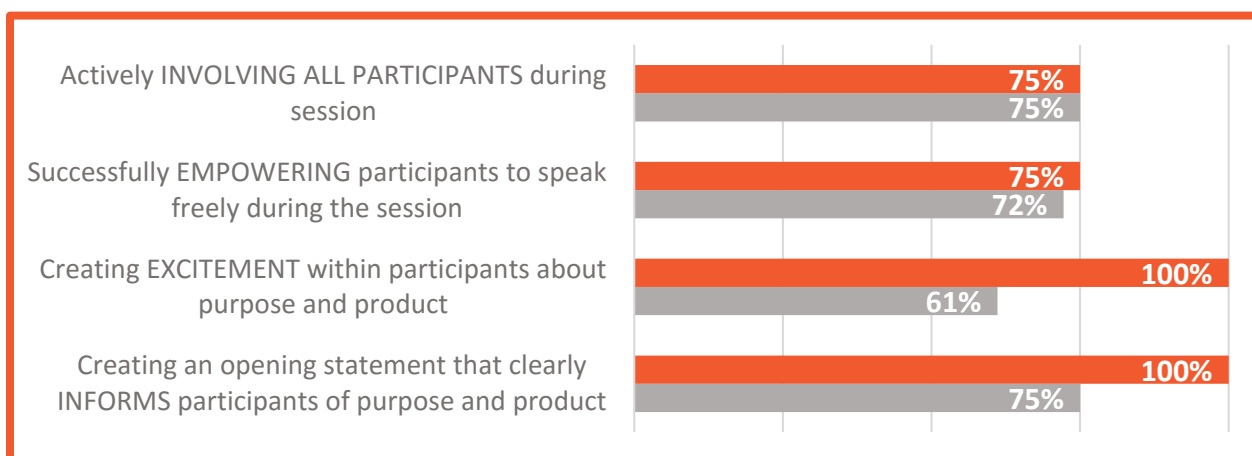
## Skill Application: How often are you successfully applying each skill?

### Preparing Skills

■ Effective Facilitator Post-Training benchmarks

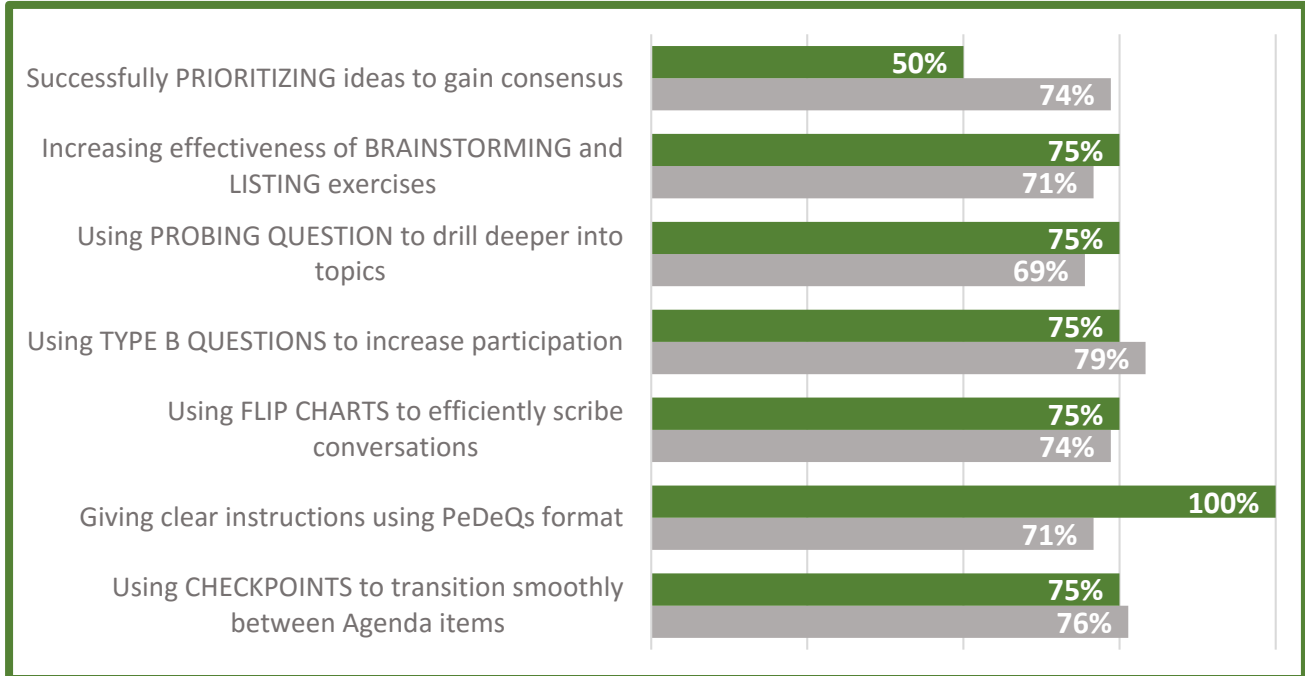


### Starting the Session

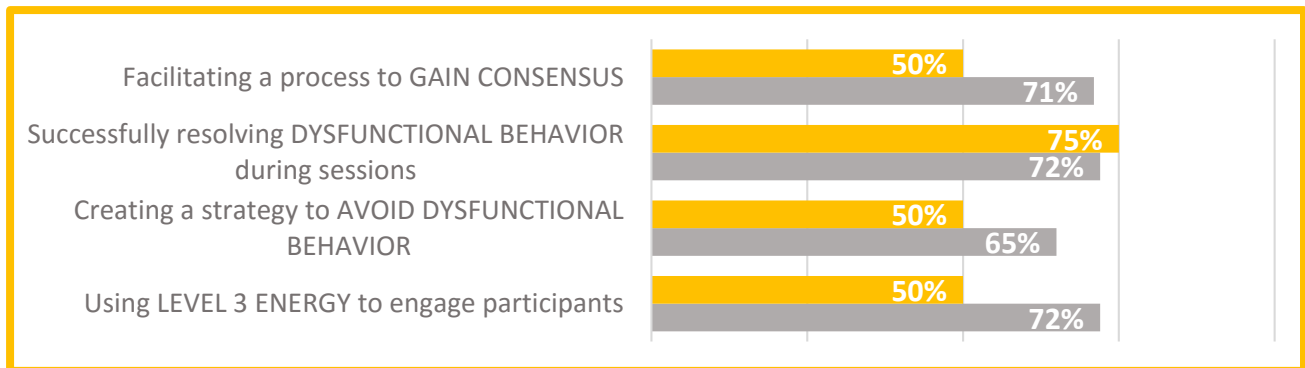


## Skill Application: How often are you successfully applying each skill?

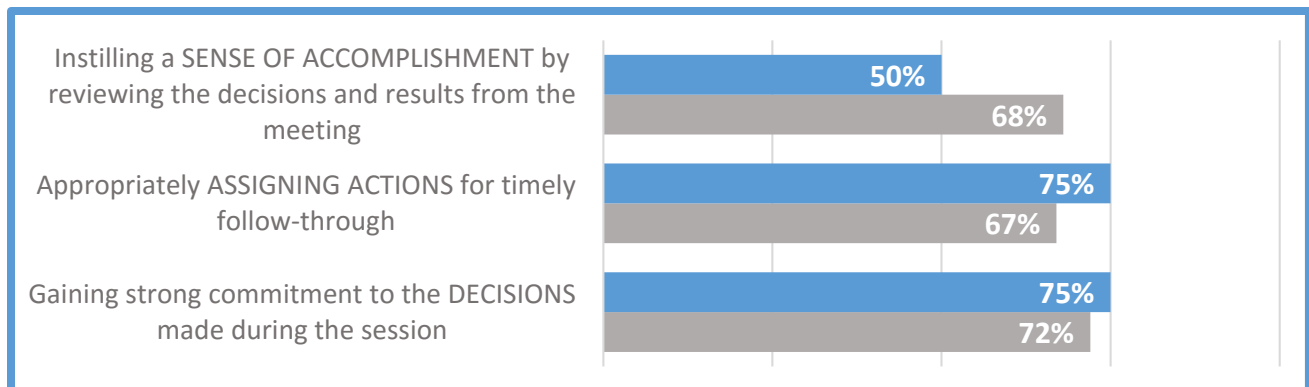
### Facilitating the Session



### Group Dynamics Skills



### Closing the Session



## SmartStep Action Plan

**SmartStep® Action Plan:** Use the self-selected challenges at the bottom of page 1, along with the Skill Drill-Downs on pages 2 and 3 to create a personalized Smart Step® Action Plan that will lead to increased effectiveness and confidence in these areas. The best results come when you work with a coach or peer to:

- Identify the top **THREE SKILLS** that you can focus on to make the biggest impact on your immediate success.
- List **SPECIFIC ACTIONS** you will take to begin mastering these competencies.
- **REVIEW PLAN MONTHLY** to determine if plan is on target or if adjustments need to be made
- **REPLACE COMPLETED GOALS** with the next highest priority item from the coaching report.



**NOTE:** Format your **SmartStep® Action Plan** using this format: provide a description of the step, targeted date to accomplish, and how the completion will be quantified.

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