

TLC Facilitation Checklist

How will you know the TLC session is the best it can be?

Date: _____ Time: _____ Session Name: _____

You'll see in the. . .	Look for. . .	
1. Environment		
a. Room set up	Chairs in circle (or set up for good interaction), enough space for learners, ways to accommodate children (toys, coloring, etc.)	
2. Opening		
a. Warm welcome	Welcome, good interactions with people entering, introduces self and others in a fun and meaningful way and states purpose of group	
b. Opener	Uses TLC Session Guide from the manual or own conversation starter to bring people to an emotional level quickly	
c. Conversation Starter (fill in) _____ _____		
3. Facilitation		
a. Connection	"Connects" to participant pulse points using feeling-based questions (probing questions/clarifying statements)	
b. Responsiveness	Learners engaged, made to feel welcome, safe and respected	
c. Who's doing the talking?	No lecturing; group members are doing most of the talking	
d. Session length	Time spent is reasonable for situation and interest(s)	
e. Effectiveness	Encourages discussion, stays in the background of the conversations, bounces back questions to the group, stays impartial, and moves conversation along with cues from the group	
4. Summary		
a. Wrap-up	Summarizes key points and helps participants focus on action	
e. Spirit of the group	It's fun! People walk away with one thing they learned that will help them and/or feel good they helped others in group	

Successes:

Next time:



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