Checklist for Facilitation Peer-Feedback or Self-Reflection

This is a tool for improving Net-Map facilitation through experience and reflection. Becoming a Net-Map master is like becoming a jazz pianist (as compared to a classical pianist): You know the basic rules and what song you are going to play, based on that you improvise, going with the flow and in close connection with the rest of the band. To get better, you have to play a lot and learn through experience and feedback.

**How to use this Checklist:**

After every Net-Map session you facilitate, take some time to write down answers to the questions below, reflecting on your own facilitation. On a separate sheet, write down feedback for your co-facilitator, answering the same questions for them. Ask your partner to do the same. In a relaxed atmosphere, discuss the reflections and feedback with them and think about possible improvements.

Questions:

1. What was the highlight of the session? This can be the most interesting learning for participants, the most meaningful interaction, a personal learning step for you as facilitator etc.
2. What was most difficult about facilitating this session? Why?
3. What did you do to deal with this difficulty? Do you think you were successful? What could you do better next time?
4. Did participants understand all steps and concepts easily? If not, what did they misunderstand, how could you explain it better next time?
5. Did loud and quiet participants both have space and room to give inputs? If not, what could you have done differently?
6. Did you ever disagree with a group’s results or conclusions? How did you handle this situation? Did you manage to help them think harder without pushing your own conclusions on them?
7. Are you happy with the time management? Did participants have enough time for the most important things?
8. When giving feedback to groups, were you able to focus on each specific case and see the issues pertaining to this case or did you resort to your “pet-issues”, giving very similar feedback to very different cases?
9. How did you balance the urge to give answers with the need to ask questions and let the participants answer?
10. What should you do differently next time?