



C2L - Quick Check

Meeting and Next Steps Discussion

Reflect on how the meeting went to develop facilitation skills, think about topics, and consider techniques. Note next steps.

Topic:

Date:

Attendees:

Reflection: *[Check all that apply]*

Response from participants:

- Was meaningful and useful for them
- Respectful but neutral
- Rejected or resisted ideas
- Responsive and engaged
- Appeared bored or indifferent
- Other _____

The material seemed to be:

- Interesting, motivating
- Understandable
- Irrelevant to the program or staff

- Too much for the time available
- Do-able
- Right amount, right level
- Too advanced or complex
- Other _____

Changes for this or other sessions:

- More activities
- Draw more on participants' experience
- Build stronger collaborative, team feeling
- Better prep by facilitator
- More review, move slower
- Move faster
- Other _____

Other topics to cover:

Notes:

Next Steps: *[Identify specific actions for improvement based on reflection. Outline next steps and consider any additional resources or support needed]*

Additional Notes: *[Include any unexpected challenges faced during the meeting and how they were addressed. Celebrate successes and positive moments observed during the session]*