

BASIC FACILITATION



**Missouri Department of
Health and Senior Services**

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APPENDIX

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WORKSHEET FOR AGENDA PLANNING

Purpose of Meeting: _____

Team Leader: _____

Meeting Begins: _____

Facilitator: _____

Meeting Ends: _____

Recorder: _____

Agenda Items	Who	Purpose & Time Info. - Decision - Planning	Start Time on Agenda

MEETING EVALUATION SHEET

Questions	Yes	Somewhat	No	Comments
Was the meeting purpose clear?				
Did the meeting start and end on time?				
Was the facilitation effective?				
Was the recording effective?				
Did all participate as needed?				
Was meeting purpose met?				
Was there a good mix of –Information Exchange, Decision Making and Planning?				

What portion of the meeting was the most beneficial?
What portion was the least beneficial?
What should be done to improve future meetings?

ARGUMENTATIVENESS SCALE

DIRECTIONS: This questionnaire contains statements about arguing controversial issues. Indicate how often each statement is true for you personally by placing the appropriate number in the blank. Use the following ratings to respond to each statement:

- 1 = almost never true
- 2 = rarely true
- 3 = occasionally true
- 4 = often true
- 5 = almost always true

1. _____ While in an argument I worry that the person I am arguing with will form a negative impression of me.
2. _____ Arguing over controversial issues improves my intelligence.
3. _____ I enjoy avoiding arguments.
4. _____ I am energetic and enthusiastic when I argue.
5. _____ Once I finish an argument, I promise myself that I will not get into another.
6. _____ Arguing with a person creates more problems for me than it solves.
7. _____ I have a pleasant, good feeling when I win a point in an argument.
8. _____ When I finish arguing with someone, I feel nervous and upset.
9. _____ I enjoy a good argument over a controversial issue.
10. _____ I get an unpleasant feeling when I realize I am about to get into an argument.
11. _____ I enjoy defending my point of view on an issue.
12. _____ I am happy when I keep an argument from happening.
13. _____ I do not like to miss the opportunity to argue a controversial issue.
14. _____ I prefer being with people who rarely disagree with me.
15. _____ I consider an argument an exciting intellectual exchange.
16. _____ I find myself unable to think of effective points during an argument.
17. _____ I feel refreshed after an argument on a controversial issue.
18. _____ I have the ability to do well in an argument.
19. _____ I try to avoid getting into arguments.
20. _____ I feel excitement when I expect that a conversation I am in is leading to an argument.

Scoring Instructions:

1. Add your scores on items: 2 4 7 9 11 13 15 17 18 20
2. Add 60 to the sum obtained in step 1.
3. Add your scores on items: 1,3,5,6, 8, 10, 12, 14, 16, 19.
4. To compute your argumentativeness score, subtract the total obtained in step 3 from the total obtained in step 2.

Interpretation

- 73-100 = High in Argumentativeness
- 56-72 = Moderate in Argumentativeness
- 20-55 = Low in Argumentativeness

Argumentativeness Scale reprinted with permission from the authors, Dominic A. Infante and Andrew Rancer.