

Pharmaceutical Resource Network
 175 Gloucester Avenue
 London NW1 8LA
 Tel: 020 8207 3195
 Fax: 020 7722 8300
 Email: enquiry@prn.org.uk
 Web: www.prn.org.uk

PEER REVIEW OF WORKSHOP FACILITATION

Name of facilitator:.....

Name of reviewer:.....

Date of workshop:.....

Title of workshop:.....

Participants profession(s).....

Achievement

Behaviour	Yes	Partly	No	Comments
Workshop introduction <ul style="list-style-type: none"> • Welcomes participants • Introduces speakers • Explains housekeeping arrangements • Describes workshop format • States finish time • Involves participants in setting ground rules 				
Workshop flow <ul style="list-style-type: none"> • Introduces each section of the programme • Links sections to objectives • Keeps to time 				
Presentation Style <ul style="list-style-type: none"> • Expressive • Shows enthusiasm for the subject • Loud enough • Focused on programme content • Explains materials clearly 				



Application of professional knowledge <ul style="list-style-type: none"> • Refers to up to date evidence • Demonstrates understanding of workshop content 				
Group dynamics <ul style="list-style-type: none"> • Maintains control of group • Ensures equal voice • Manages conflict/dissent • Maintains focus 				
Engagement of participants <ul style="list-style-type: none"> • Listens & responds to participant feedback • Deals with participants queries & concerns constructively • Checks participants understanding • Promotes gaps in knowledge as triggers to learning • Gives feedback on performance • Gives clear direction 				
Closure <ul style="list-style-type: none"> • Reflects on workshop learning & summarises • Revisits objectives • Gives vote of thanks • Administers relevant paperwork 				

Learning needs identified:
 Suggested action & timescale:
 Date of next review