

Overview

The Moderator Scorecard provides the moderator with valuable insights from the Forum on how they're doing in their role as Moderator. By reviewing the self-assessment and the input from the Forum, the moderator can consider possible changes to their style and/or actions as a moderator.



Objectives

- To provide input to the moderator on ten leadership skills
- To offer appreciation and support to the moderator

Depth Level:	Light
Facilitation Skills:	Basic
Estimated Time:	1 hour
Tools Needed:	Pens/pencils
Handouts:	Moderator Scorecard Worksheet
Pre-work:	None
Notes:	<ul style="list-style-type: none"> • To save time, use an automated survey tool to gather scorecard information anonymously. • Consider whether you will be comfortable reading the responses (regardless of how positive or negative they may be!) if you decide to use this exercise.
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Facilitator Instructions

- 1) First, assess your perception of your own skills by completing the Scorecard for yourself.
- 2) Next, have a candid discussion with your Forum about the Scorecard and its purpose. Assure them that their responses will be held in complete confidence and that you will be using their input for your own self-improvement. The main purpose is for you to understand their perceptions and thereby improve the Forum experience for all members.
- 3) Distribute a copy of the Scorecard to all Forum members and ask them to complete the form. This is best done at the end of the Forum meeting during Housekeeping functions.
- 4) Collect the responses and wait until after the meeting to review them on your own.
- 5) You may want to make a list of areas of where you feel you want to make changes, as well as a list of the areas where your own perceptions are vastly different from the perception of your Forum members. Consider how you might want to make changes in your style. You may want to share your plans with the Forum and ask them for their help in specific areas if appropriate.

Moderator Scorecard Instructions

Circle a number from one to ten to indicate your impressions of the current moderator's skills and handling of the Forum. If a topic is not applicable, skip the question.

	low, weak					high, strong				
Clarity and communication of Forum vision	1	2	3	4	5	6	7	8	9	10
Organization and planning skills	1	2	3	4	5	6	7	8	9	10
Listening skills	1	2	3	4	5	6	7	8	9	10
Communication clarity and consistency	1	2	3	4	5	6	7	8	9	10
Compassion when needed	1	2	3	4	5	6	7	8	9	10
Firmness when needed	1	2	3	4	5	6	7	8	9	10
Decision-making skills	1	2	3	4	5	6	7	8	9	10
Conflict resolution skills	1	2	3	4	5	6	7	8	9	10
Commitment to Forum	1	2	3	4	5	6	7	8	9	10
Modeling the desired behaviors	1	2	3	4	5	6	7	8	9	10

Optionally, name one thing that this moderator does particularly well:

Optionally, name one area where this moderator could improve:
