



## Assessment

### Criteria for observer-feedback

By assessing the facilitator's performance based on these criteria, observers can provide specific and constructive feedback to help their peers to improve their facilitation skills in future co-creation sessions.

#### 1. Engagement and Participation

Did the facilitator actively engage all participants and encourage their participation throughout the session? Did they create a safe and inclusive environment that allowed everyone to share their ideas?

#### 2. Clarity and Communication

How effectively did the facilitator communicate the purpose of the session, instructions for the brainstorming technique and any time constraints? Were their instructions clear and easy to understand?

#### 3. Time Management

Did the facilitator manage the time effectively, ensuring that the session progressed smoothly and allowed sufficient time for brainstorming, discussion and presentation of ideas?

#### 4. Active Listening and Empathy

How well did the facilitator demonstrate active listening skills? Were they attentive to participants' ideas, validating and respecting their contributions? Did they show empathy and create a supportive atmosphere?

#### 5. Creativity and Encouragement of Novel Ideas

Did the facilitator foster an environment that encouraged the generation of innovative and unconventional ideas? Did they provide prompts or prompts that inspired participants to think outside the box?

#### 6. Facilitation Style

Did the facilitator demonstrate confidence and competence in their role? How effectively did they manage the flow of the session, transitions between activities and overall facilitation process?