

Conference Facilitator Peer-Assesemnt

Facilitator:				Date assessment was reviewed and discussed:			
Reviewer:				Facilitator initials: Reviewer initials:			
Conference Date:							
Preparation/Pre-Conference				YES	NO	N/A	Reviewer Feedback
Appeared participants were adequately prepped							
Pre-surveys completed at prep meeting							
Location (seating via chart, snack space set up, etc.)							
Organized (forms on hand, supplies available as needed)							
Greeted participants/made them feel welcome							
Process/Script				YES	NO	N/A	Reviewer Feedback
Printed copy of script on-hand							
Followed Real Justice script as written							
Redirected participants back to process by using script/preamble							
Demeanor encouraged participants to look at/speak to one another							
Followed the scripted order of speakers							
Handled diversions appropriately							
Agreement				YES	NO	N/A	Reviewer Feedback
The agreement accurately reflects the items requested by participants							
The agreement includes enough detail to be effective (monitor, timelines, & amounts)							
Post Conference				YES	NO	N/A	Reviewer Feedback
Asked participants to complete post-surveys							
Signatures on agreement as needed							
Let participants know next steps (who will receive summary/agreement, etc.)							
Conduct				YES	NO	N/A	Reviewer Feedback
Participants treated respectfully							
Everyone's comments given equal time and attention							
Facilitator was neutral							
Ensured safety							