

Restorative Justice Conferencing

Facilitator Name _____

Conference Date _____

Facilitator Self-Assessment

Preparation/Pre-Conference	YES	NO	N/A	Comments/Reminders
Participants adequately prepped				
Pre-surveys completed at prep meetings				
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	Comments/Reminders
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	Comments/Reminders
The agreement accurately reflected the items requested				
The agreement included enough detail to be effective (timelines and amounts)				
Post Conference	YES	NO	N/A	Comments/Reminders
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	Comments/Reminders
Participants treated respectfully				
Everyone's comments given equal time and attention				
I was neutral				
Ensured safety				