

## FACILITATOR EVALUATION FORM

**Training:** PEI Internal Auditor Course

**Date:** February 11-13 2002

**Facilitator:** Ned Gravel, CAEAL Qual & Trg Mgr

**Location:** Charlottetown, PEI

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
<b>Course Objectives:</b>	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?	0	0	2	0	11
Where they well defined?	0	0	2	3	8
Where they achieved?	0	1	2	4	6
<b>Course Content:</b>					
Was the material appropriate?	0	1	2	3	7
Complexity (too complex) or (too simple) <i>circle one</i>	0	1	5	5	2
Clarity (clear) or (fragmented/unclear) <i>circle one</i>	0	1	4	5	3
Volume (too much) or (not enough) <i>circle one</i>	0	0	6	3	4
Did the handouts fit with this training - did they help?	0	0	2	2	9
<b>Facilitator Methods</b>					
Did the facilitator allow sufficient discussion?	0	0	1	0	12
Did the facilitator encourage participation?	0	0	1	0	12
Did the facilitator help bring out new group ideas?	0	0	1	0	12
Did the facilitator help close out discussions?	0	0	1	0	12
Would you accept this facilitator again?	0	0	1	0	12

### Other Comments:

- A very positive and encouraging course- it imparted confidence and facilitated understanding of the auditing and assessing processes under 17025
- Ned did a great job!
- I really enjoyed the course and has cleared up a lot of unanswered questions
- Facilitator is very positive, enthusiastic, energetic and knows his material.
- A couple of slides used the term “assessor” instead of “ auditor”, which was a bio- confusing
- The facilitator was very motivating, offered positive feedback, knew his subject thoroughly and made participants feel comfortable expressing / presenting their views.- For my purpose – over-emphasis of the ISO 17025 std as we do not provide the service of testing / calibration but I realize this course was geared to testing / calibrating labs- I would have liked to receive the binder earlier in order to fit this preparation into my schedule.
- Facilitator was excellent!!!- shared a clear vision of audits- why, now etc. You should make a clear distinction between attributes and skill sets before Exercise 8/ Question 2. The fourth

statement on “solving Problems” overhead ( Module 3) is unclear ( is a noun missing?) – module 4, practice 2 states “ assessors”- should probably be “auditors”.

- Each module has its own page numbers. It would be easier to follow/ look up pages if page numbers represent all modules consecutively- When you opened on morning day 1, you went to quickly into flipping from one standard to another. Give a brief introduction on how one standard gives detail to a portion of another standard, example ISO 10011 compliment with detail ISO 17025 Internal Audits 4.13
- I am very pleased with what I have learned.