

FACILITATOR EVALUATION FORM

Training: T28-04, Lab QMS Training (Parmalat) **Location:** Winchester, ON

Date: 12-15 January 2004

Facilitator(s): Ned Gravel

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?	0	0	1	2	10
Were they well defined?	0	0	1	4	8
Were they achieved?	0	0	1	1	11
Course Content:					
Was the material appropriate?	0	1	0	5	7
Complexity (1=too complex or too simple ← → Perfect=5)	1	0	3	6	3
Was the material clear to you?	0	0	4	3	6
Volume (1=too much or not enough ← → Perfect=5)	0	0	3	5	5
Did the handouts fit with this training - did they help?	0	0	1	4	8
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	1	12
Did the facilitator encourage participation?	0	0	0	0	13
Did the facilitator help bring out new group ideas?	0	0	1	3	9
Did the facilitator help close out discussions?	0	0	0	2	11
Would you accept this facilitator again?	0	0	0	2	11
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	2	5	6
Was the lunch and breaks service acceptable?	0	0	3	6	4

Comment/Concern:	Remedial Action:
• A lot of material to cover	Understood. Lab was behind the power curve on knowledge for this aspect of their quality system
• I found that Ned talked too fast	This is an excitable facilitator. We will endeavour to ensure that their speed of transmission is slowed.
• Please e-mail Rules of Engagement, Rating Guide Appendix, and Micro Appendix.	Done

Other Comments:

- Ned was very personable and enthusiastic. I enjoyed having him facilitate our training.
- Ned is very knowledgeable on subject matters and makes material less dry
- Ned you did very well!
- Helpful at looking at our assessment system and provide guidance. Allowed us to gain confidence by providing knowledge.