

FACILITATOR EVALUATION FORM

Training: T38-05 Measurement Canada ISO/IEC 17025 **Location:** Valleyfield, QC

Date: Feb 23, 2005

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?	2	1	4	4	14
Were they well defined?	1	0	6	11	7
Were they achieved?	0	2	14	8	1
Course Content:					
Was the material appropriate?	2	1	4	4	14
Complexity (1=too complex or too simple ← → Perfect=5)	1	0	6	11	7
Was the material clear to you?	0	2	14	8	1
Volume (1=too much or not enough ← → Perfect=5)	2	1	4	4	14
Did the handouts fit with this training - did they help?	1	0	6	11	7
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	3	10	12
Did the facilitator encourage participation?	0	1	0	7	17
Did the facilitator help bring out new group ideas?	0	1	2	10	12
Did the facilitator help close out discussions?	0	1	5	9	10
Would you accept this facilitator again?	0	0	2	8	15
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	3	12	10
Was the lunch and breaks service acceptable?	0	0	3	10	12

Comment/Concern:	Remedial Action:
Too much info in a few days	Very true – will attempt to inform contracting authorities of the necessity, in the future to spread out these introductory sessions.
Chairs not comfortable / chair too hard	Will attempt to consider seating type in future training sessions
In hindsight, many terms needed to be identified at the outset, to prevent confusion, e.g. calibrate, certify, testing, validation, “scope of accreditation”	As this was a course to provide an introduction to the standard, it was hoped that it would also provide opportunity to discuss these definitions and their sources.
Une question ou intervention en français aurait du recevoir une réponse en français. Le service de traduction était là pour ça.	D'accord.

Other Comments: Informative – thanks.