

FACILITATOR EVALUATION FORM

Training: T41-05 INMS Internal Auditor Course

Date: March 21-23, 2005

Facilitator(s): Ned Gravel

Location: INMS, Ottawa

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

Comment/Concern	Response
<ul style="list-style-type: none"> Terminology and acronyms abound in this field – a glossary of terms would be useful 	Have provided a copy of CAEAL T26 – <i>CAEAL Acronym List</i> to participants.
<ul style="list-style-type: none"> Sometimes the flow seemed a bit too fast Suggest to give appropriate time to record any notes 	Will attempt to slow the pace for participants.
<ul style="list-style-type: none"> Would like to have seen more on ISO 17025 specifics and auditing and less on team leader functions 	This course is for participants already familiar with ISO/IEC 17025 and there was not enough time to do both subject.
<ul style="list-style-type: none"> At end, some real examples would be useful for reference purposes (with identities changed if necessary) 	Will attempt to use real lab examples from the labs attending, where appropriate.

- Very well done and presented course. Teacher demonstrated enthusiasm and passion for his work, which made the course and the facility to learn in an easy way

- Enjoyed presentation style
- It's a well conducted seminar. I have learned a lot from this course.
- Trainer has good energy; a good motivator. He knows what he is talking about!