

## FACILITATOR EVALUATION FORM

**Training:** Ashbrooke Internal Auditor (T42-04)  
**Date:** 29 Sept – 1 Oct, 2004

**Location:** Holiday Inn Select, Toronto  
**Facilitator(s):** Ned Gravel

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

Comment/Concern:	Remedial Action:
<ul style="list-style-type: none"> <li>Please include course start time in email.</li> </ul>	Done!! This is a good idea and is now in our procedures.
<ul style="list-style-type: none"> <li>Include a copy of ISO 17025 in manual</li> </ul>	The course developer has decided to implement this very good idea.
<ul style="list-style-type: none"> <li>Receiving course materials (ie. Binders) beforehand would be helpful in order to prepare ahead (perhaps 1-2 weeks ahead).</li> </ul>	Experience has shown that participants do not like to have to carry the materials to the course on their own. Current straw pole is 80% to 20% in favour of current arrangement.
<ul style="list-style-type: none"> <li>Course dates were incorrect in email confirmation</li> </ul>	Understood. Non-conformance has been raised and addressed.

**Other Comments:**

- Interesting course. The facilitator was great at putting everyone at ease and for allowing and facilitating discussion and questions