

FACILITATOR EVALUATION FORM

Training: T42-05 Ashbrooke ISO/IEC 17025

Date: May 9-10, 2005

Facilitator(s): Ned Gravel

Location: ASL, Fredericton, NB

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

Comment/Concern	Response
<ul style="list-style-type: none"> Order of materials in binder did not match order of presentation very well (especially at start) 	Facilitator at fault. Discussion was led away from the materials and facilitator blindly followed.
<ul style="list-style-type: none"> Materials advertising Ashbrooke's other courses (before Tab 1) should be removed to a separate brochure – hard to find current course synopsis, objectives etc 	As course if written by Ashbrooke, their materials need to be retained in the fronts piece section.
<ul style="list-style-type: none"> Outline was somewhat different than content (e.g. Merlin's Alchemy Unlimited was covered in less depth than outlined) 	Use of the sample document set will be dealt with more consistently in the future.
<ul style="list-style-type: none"> Could have been more time allotted 	Will attempt to ensure that participants are aware of the time allocation at the beginning of training.

- Great information and enabled me to understand more about all the "standards." Thanks.