

FACILITATOR EVALUATION FORM

Training: T55-04 Ashbrooke Internal Auditor
Date: November 8-10, 2004

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

Other Comments:

Send me a copy of A61	Emailed to participant.
Send me a copy of CAEAL policy on IT system and APLAC T2002 and T2003	Emailed to participant
Sometimes found it difficult to figure out where we were in the printed material. The OHP sometimes was out of sync	Noted. Was forced to use OHPs when the LCD projector ceased to function.
Sometimes facilitator got side tracked on items that had little relevance, i.e. how to calculate number of auditors for external assessment	Noted. That sort of diversion was primarily for the benefit of those who stated they wanted this course to better prepare for external assessments
Sometimes ideas seemed to be confused between internal audits and external assessments	Noted. Will try to avoid this in future delivery
Internal audit teams seemed to be too large to relate to our group	Noted. Course is structure to cater to varying sizes of audit teams.

- Use of interesting characters help to get points across. Very easy to remember points from this approach
- Excellent facilitator