

## FACILITATOR EVALUATION FORM

**Training:** T56-05 CAEAL Staff Internal Audit Course

**Date:** March 24, 2005

**Facilitator(s):** Ned Gravel

**Location:** CAEAL Office

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

**Other Comments:**

<ul style="list-style-type: none"> <li>• Would have liked to do more audit exercises, i.e. audit of a process/document. I realize time is a factor.</li> </ul>	Will consider this for the next edition of this course – good suggestion.
<ul style="list-style-type: none"> <li>• I was unable to achieve a thorough knowledge and understanding of performing an internal audit</li> </ul>	It is clear that more time needs to be taken to take staff members through the process. It may be that this course must take more than one-half day with training effort equivalent to that provided to members.