

FACILITATOR EVALUATION FORM

Training: Understanding ISO/IEC 17025:2005

Date: 21-22 January 2008

Facilitator(s): Ned Gravel

Location: Toronto, ON

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	√ as appropriate below				
Were you given the opportunity to help define them?	0	0	0	4	6
Were they well defined?	0	0	0	5	1
Were they achieved?	0	0	2	3	1
Course Content:					
Was the material appropriate?	0	0	0	2	4
Complexity (1=too complex or too simple ← → Perfect=5)	0	0	2	3	1
Was the material clear to you?	0	1	1	4	0
Volume (1=too much or not enough ← → Perfect=5)	0	0	2	3	1
Did the handouts fit with this training - did they help?	0	0	0	3	3
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	1	5
Did the facilitator encourage participation?	0	0	0	0	6
Did the facilitator help bring out new group ideas?	0	0	0	0	6
Did the facilitator help close out discussions?	0	0	0	1	5
Would you accept this facilitator again?	0	0	0	0	6
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	0	2	4
Was the lunch and breaks service acceptable?	0	0	0	2	4

Comments	Response
Sometimes it was hard to follow between all of the tabs. Provide sticky tabs for marking sections in binder (3.4)	Always a problem with this course. The sticky tabs are a good solution – or we can print the different sections within each tab on different coloured paper
Update the version of T27 in the binder to the current version	Will do.
Add QMS model (QA/QC diagram in T27) to course material	Good idea

- Nice work Ned! We really appreciate your help! Your enthusiasm was fantastic.
- I liked the hotel and location.
- I enjoyed the funny clips.
- Binder very well organized.

- Very relevant material for our needs in the lab.