

FACILITATOR EVALUATION FORM

Training: Internal Auditor Course
Facilitator(s): Ned Gravel

Date: 28-30 January 2008
Location: Toronto, ON

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	1	1	17
Were they well defined?	0	0	1	2	16
Were they achieved?	0	0	1	10	8
Course Content:					
Was the material appropriate?	0	0	2	2	15
Complexity (1=too complex or too simple ← → Perfect=5)	0	0	3	9	7
Was the material clear to you?	0	0	1	8	10
Volume (1=too much or not enough ← → Perfect=5)	0	2	2	6	9
Did the handouts fit with this training - did they help?	0	0	1	5	13
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	4	15
Did the facilitator encourage participation?	0	0	0	4	15
Did the facilitator help bring out new group ideas?	0	0	1	5	13
Did the facilitator help close out discussions?	0	0	0	6	13
Would you accept this facilitator again?	0	0	1	2	16
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	0	2	17
Was the lunch and breaks service acceptable?	0	0	0	4	15

Comments	Response
Course materials and typos: <ul style="list-style-type: none"> • 2.3.1 – “to oversees the them” page numbers in tab 2 need update • Tab 2, Page 9 of 8 should be 9 of 10 (total of 10 pages not 8!) • Title of “Capacity” on page 5, tab 5 • T27 needs to be updated with new version 2.3. 	Thank you for the observations. The materials have been corrected. The most recent edition of T27 is now in the binder template.
Sometimes hard to follow - overhead slides do not match course material in the binder	Very true. Binder material is much more comprehensive while the slides only summarise the materials.
For role playing maybe have some examples (i.e. incomplete logs, etc.)	Good suggestion impeded only by the logistics of creating them and then carrying them to the course. Current approach is to use the “imperfect” documents supplied with the binder.
Healthier afternoon snacks (milk, juice)	Good suggestion. We will try and do more of that for future courses.
Have questionnaires at the end of appropriate chapter, less flipping between pages.	Good idea – this would cause only the workshop materials to be in the tab that currently contains both the questionnaires and the workshop materials.

Comments	Response
Facilitator should work out logistics of overhead projector while waiting for groups to finish exercise.	Was not aware that this was causing any difficulty to participants. Will ask in the future and take appropriate action.
No markers handed out for writing.	Do not understand this one – markers were provided to all participants for use on their own acetates.
Felt that course flow was backwards at times. Questionnaires followed material presentations.	The Oxford tutor style of learning follows the following format: Read the material, receive a presentation and then discuss as a group. As this is a skills demonstration course – this approach is considered the most appropriate. CAEAL is always willing to listen to suggestions on improving delivery methods – provided that the attainment of the goals established by the participant group is not compromised.
No opportunity for participant introductions.	I am not certain what was missing as participants did introduce themselves to the whole group during the first morning.
No pre-job briefs performed, no safety plans (i.e. event of fire). Facilitator is our supervisor for week and is legally accountable for participant safety under OSHA, needs to be identified for practicing evidence of due diligence.	This is a valuable comment and is normally done for all CAEAL training. It is OK to bring this up at any time during training by any participant, if the facilitator has overlooked any aspect of their responsibilities. As with all CAEAL courses, participants are encouraged to do so.

Other Comments

- The training was overall very helpful.
- Excellent location – accessible by TCC.
- The course was very informative and the facilitator was helpful.
- Great that the facility was accessible by TCC, close to subway station and bus stop.
- Facility was amazing. Food was great.
- Facilitator made the course move along quickly and productively.
- Questionnaires were pretty difficult, but useful to understand material.
- Strongly suggest staff to attend any pre-requisite courses prior to event.
- Workshops were the best learning tool.
- I was impressed with the way the course was delivered. Complex material was made interesting with humour and it was easy to follow. I would recommend this course to anyone who is interested in becoming an Internal Auditor.