

ONLINE EVALUATION FORM

Training: Care & Feeding of a Laboratory QMS

Facilitator(s): Mr. Ned Gravel

Location: ONLINE

Date: 28 January – 22 February 2008

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:					
Were the course objectives well defined?	0	1	2	1	1
Were the course objectives achieved?	0	0	3	1	1
Course Content:					
Was the course material appropriate?	0	0	3	1	1
Was the course content too complex?	0	1	2	2	0
Was the course material clear to you?	0	0	3	2	0
Was the course volume appropriate?	0	0	4	1	0
Did the downloads fit with the training - did they help?	0	1	2	2	0
Course Methods:					
Did the course organization allow for sufficient discussion?	0	1	2	2	0
Were you encouraged to post in the discussion area?	0	0	4	1	0
Did the discussion posts help bring out new group ideas?	0	0	5	0	0
Did the discussion posts help you understand the material?	0	0	5	0	0
Would you recommend this course to others?	0	0	3	2	0

Comments	Responses
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<p>[The discussion forum could be improved to bring out new group ideas]</p> <ul style="list-style-type: none"> • by more interaction with each other. • by getting more response/interaction from the course moderator, by providing more study material and also practical examples for clarification. • by fixing a time to sit together with all participants for half an hour or an hour for open discussion online. All participants can exchange their view/opinion, understanding and problems with Moderator and the Training Assistant at the same time, which would very helpful for trainees and also will bring out better ideas and clarification of lots of problems. 	<p>Participants wishing confirmation of their ideas are encouraged to make that known. This is part of the Participant Handbook available to all participants prior to the course. Each course has quite a bit of material in it now and many feel there is currently too much. It would be difficult to put even more out for participant use.</p> <p>This training is provided while the facilitator is on the road providing in-class training and cannot do both at the same time. Facilitator comment takes place during their out-of-class time and fixing times for online meetings is not possible with these schedules – but there may be a way to do this someday.</p>
<p>Some of the questions/Discussion activities were very tricky, in that case cite more examples, figures, drawing, videos could help trainee to understand the material better.</p>	<p>“Trickiness” is just one tool to stimulate discussion and it is OK. It is not required for participants to be “correct” although some cultures may require this. CAEAL does not. The only thing required in the online discussions is a willingness to share ideas – even those we are not certain of.</p>
<p>I have mentioned early that on line training is first time for me also for others. So you should supply some guidelines to the students. To arrange this type of training your local office should give some briefing to the trainees. Because this training is not free so it should more effective for all participants. However, you don't mind for my comment. Thanks to you and your office staffs.</p>	<p>The participant handbook is mentioned to participants as part of their joining instructions http://caeal.dameco.com/guide.pdf. Not all participants avail themselves of it. We will endeavour to make it more visible to future participants.</p>

- We are doing different job in our office and our group members are busy most of the time. So I cannot get chance to participate in the group discussion. But I think group discussion good way to improve the new ideas. On line training is first time for me. So I can did better if I can share my views with my other colleagues.
- This course gave me a very good idea on quality management system and related matters. In fact, the terms such as internal audits, management reviews,

document controls etc were not familiar with me. But, after completing the course I got very good idea on them. Really, I could learn a lot from this course.

- Care and Feeding Of A Laboratory Quality System Course is very nice one. When I read the course I think it easy to answer the question. But actually it is not so easy because we are not discussed the materials with in the group. I fully agreed with you that no alternative for better understanding without group discussion. Lacking for this you time to time gave me suggestions and direction to my reply.