

FACILITATOR EVALUATION FORM

Training: Internal Auditor

Facilitator(s): Ned Gravel

Location: Calgary, AB (Glenmore Inn)

Date: 12-14 May 2008

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	2	11
Were they well defined?	0	0	0	5	8
Were they achieved?	0	0	0	4	9
Course Content:					
Was the material appropriate?	0	0	0	6	7
Complexity (1=too complex or too simple ← → Perfect=5)	0	2	1	7	3
Was the material clear to you?	0	0	2	8	3
Volume (1=too much or not enough ← → Perfect=5)	0	0	2	4	7
Did the handouts fit with this training - did they help?	1	0	4	2	6
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	2	11
Did the facilitator encourage participation?	0	0	0	3	10
Did the facilitator help bring out new group ideas?	0	0	0	4	9
Did the facilitator help close out discussions?	0	0	0	4	9
Would you accept this facilitator again?	0	0	1	3	9
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	3	4	6
Was the lunch and breaks service acceptable?	0	0	6	3	4

Comments	Response
9 of 12 people in this course are from Edmonton and area; consider holding training in the Edmonton area.	Agreed.
Would prefer course material before attending course (might not need if I had take pre-requisite course)	Experience has shown that 1/3 rd of participants do not bring pre-issued binders to training. Will pre-deliver electronic files beforehand to prevent problem
Audit Report Summary: confusion about conclusion/follow up. Would like to see "follow up" move down to recommendations.	Will discuss this possible change with others to see if the flow improves.
I don't use handouts, waste of paper.	Not all participants agree.
Need update version of P07 and A02 in the binders.	Done.
Provide more direct lab examples for certain subjects	Not certain which subjects are desired here.
Course may be condensed into 2.5 days. Extra materials included may be trimmed, especially materials more fit for QC management personnel training.	Experience indicates that different groups require different timelines in learning.

Comments	Response
A change from sandwiches for one day would have been good. More variety on lunch menus.	Will request more variety in future.
Thought of holding training in Edmonton?	Planning more for Edmonton in 2009
A short review PowerPoint/walk-through at end of course would help.	Is normally done to close out participant objectives – but does not normally contain a complete course walkthrough. Not certain what is actually desired here.
Do example opening meeting before groups present.	Good idea.
Go over material before doing questions.	Questions are based only on the reading done the previous evening. The learning structure used for CALA course is “read,” “discuss,” and “practice.” The questionnaire takes place after the reading and before the discussion.

Other Comments

- I really enjoyed the workshop.
- Ned style of teaching makes workshop very effective and enjoyable. Hope to see you next year.
- A good course, excellent instructor, helps to understand and perform an internal audit.
- No complaints... thanks!