

FACILITATOR EVALUATION FORM

Training: Laboratory Leadership

Facilitator(s): Mr. Ned Gravel

Location: Banff, AB

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

Comments	Response
It would be more useful, however, if the course would be more tailored to (i) lab business and (ii) the size of the organizations to which the lab belong (as opposed to big, unrelated corporations such as Microsoft and Warren Buffett). Try to find successful companies close to the lab environment; and beyond the "profits" aspect.	The materials are created to demonstrate universality of application and what is possible. They show the "world's best." All course discussions were restricted to laboratory examples.
Provide slides and binder earlier before course time.	Will do. Course materials will be delivered three weeks before the next session of this course.
Course material needs to be shipped out earlier (about 3 weeks prior to the course).	Done. See above.
Please provide the slides earlier.	Done. See above.
Before the 10:30am break certain participants talked a lot and maybe the facilitator could have shortened the discussion.	Agreed, but building consensus (leadership skill being demonstrated to all participants) must allow opinions to be expressed.

Comments	Response
Correct spelling of "public" in section 3.4.	Done.
Please put the agenda in the binder instead of on the back.	Will punch the three holes in this paper so that it can be placed in the binder by participants. CAEAL format of binders is to place the syllabus in the back cover as a quick reference.
Handouts, presentation slides should be included in the handout.	Will do. Have not done so for this course, but this approach is becoming the norm.
The course should, in my view, address the issue of how a lab manager could become a better leader. Its current content is a bit confusing on the issue of manager vs. leader.	The discussions that differentiate between management and leadership can be difficult for some. The different definitions of these two concepts in Rule 2 of Tab 6 are pretty clear. Suggestions are always welcome.
Objectives could have been better defined. Particularly the management, leadership relationship early on in the course.	Understood. Can do this earlier and make use of Rule 2 in Tab 6.

Other Comments

- The course was very interesting.
- Extremely well delivered seminar. Very open to participation from the "group". Easy to focus and maintain interest. Tools I can implement to achieve my goals as a leader.
- Course was very interesting, good examples, and knowledgeable instructor.
- Confirmed my leadership skills are efficient.
- Always open to learning new leadership knowledge.
- The course was not what I expected but I was pleased with how it progressed through the day.
- Course was a very good learning tool.