

## FACILITATOR EVALUATION FORM

**Training:** Internal Auditor Course

**Facilitator(s):** Mr. Ned Gravel

**Location:** Ottawa, ON – Hampton Inn

**Date:** 2-4 July 2008

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

Comments	Response
Include new version of CAEAL ICAR form in the course. Ned in the meantime can you email it to the July 08 class when you send the class photo.	Done
Correct question #3 in Questionnaire #5.	Done.

- Food was good, no options for vegetarians – not that there were any vegetarians present.
- Video clips a nice treat, icecap things light and fun....
- Great course location and trainer. The course was well taught and very useful for my upcoming task.