

FACILITATOR EVALUATION FORM

Training: Laboratory Leadership Course

Facilitator(s): Ned Gravel

Location: Holiday Inn, Markham, ON

Date: September 26, 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	8
Were they well defined?	0	0	0	2	8
Were they achieved?	0	0	0	1	9
Course Content:					
Was the material appropriate?	0	0	0	3	7
Complexity (1=too complex or too simple ← → Perfect=5)	0	0	0	7	3
Was the material clear to you?	0	0	0	5	5
Volume (1=too much or not enough ← → Perfect=5)	0	0	1	6	3
Did the handouts fit with this training - did they help?	0	0	1	7	2
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	1	9
Did the facilitator encourage participation?	0	0	0	1	9
Did the facilitator help bring out new group ideas?	0	0	0	2	8
Did the facilitator help close out discussions?	0	0	0	3	7
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	4	6
Was the lunch and breaks service acceptable?	0	0	1	4	5

Comments	Response
<ul style="list-style-type: none"> • Did not receive training binder/intro ahead of time. • Opening e-mail not received from CALA for the course. Course material would have help if given in advance for reading, however it did not affect course. • Did not get e-mail on course preparation • Did not received opening letter or course confirmation, I had to call and e-mail to see if I was in the class. • Registration e-mail not sent to state that binder would be provided ahead. 	<p>Apologies from CALA. Oversight. Procedures were not well understood, but are now.</p>