

FACILITATOR EVALUATION FORM

Training: Internal Auditor Course

Facilitator(s): Ned Gravel

Location: SRC, Saskatchewan

Date: October 20 to 22, 2008

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

Comments	Response
Please provide colored post-it notes	Will do
Include definition of Assessment in P07 please.	Done
Please provide an updated "suggested flow and card training".	Will do.
Please provide current copies of P07 and T27 in binder.	Will do.
Please put definition of competence and procedure in P07.	Done.
On page 7 of tab 4, remove solution from comments on concerns of auditors (considered for inclusion)	Done.
Send participants ISO/IEC 17025 to read before beginning class.	Will suggest reading ISO/IEC 17025 prior to taking the course – but sending it to participants prior to actual training is in breach of copyright arrangements for this document.

Comments	Response
<p>I don't like the style of learning, forcing us to do before we've learned how to do it.</p>	<p>Appreciated. Oxford style of learning, (read, practice, discuss) can be challenging for those not used to it. It has proven, however, to be the quickest way to reinforce learned materials through practice.</p>
<p>In the audit report example in tab 4 I.M. Good is the lead auditor on page 6 and is also listed as the originator (process owner) on page 9 and 11 and the other auditor O.U. Luck Is on page 10.</p>	<p>Materials have been changed to reflect that the process owner is responsible for the considerations surrounding the issue, and not the auditor.</p>
<p>I was unhappy that during an exercise Ned told us that the answer we were working on was good and when we presented it he told us we were incorrect.</p>	<p>There is no "correct" versus "incorrect" answers or approaches during this course. The participants will experience "constructive obstruction" during participant team preparations by a character portrayed by the facilitator and this reflects real life situations. These are safe learning experiences and learning about the situations is far more important than "getting it right" during training.</p> <p>However, will warn participants of these considerations during next course.</p>
<ul style="list-style-type: none"> • Material sometime confusing, information came too fast sometimes. Need time to digest the information. • Paging through the course manual to find definitions etc (jumping about) was not a useful way for me to learn contents and where to find info. Would like to start slow and work up to the speed you were going on the first day. 	<p>Will try and even out pace of course. Day 1 is always the hardest because there is a lot of material to cover prior to the first exercise.</p>