

FACILITATOR EVALUATION FORM

Training: Internal Auditor

Facilitator(s): Mr. Ned Gravel

Location: Holiday Inn, Markham, Ontario

Date: January 21 to 23, 2009

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	11
Were they well defined?	0	0	1	4	10
Were they achieved?	0	0	1	9	5
Course Content:					
Was the material appropriate?	0	0	1	6	8
Complexity (1=too complex or too simple ← → Perfect=5)	0	1	5	5	4
Was the material clear to you?	0	0	1	8	6
Volume (1=too much or not enough ← → Perfect=5)	0	0	6	4	5
Did the handouts fit with this training - did they help?	0	0	1	5	9
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	4	11
Did the facilitator encourage participation?	0	0	0	3	12
Did the facilitator help bring out new group ideas?	0	0	0	6	9
Did the facilitator help close out discussions?	0	1	0	4	10
Would you accept this facilitator again?	0	0	0	3	12
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	1	5	3	6
Was the lunch and breaks service acceptable?	0	0	2	7	6

Comments	Response
Pent être clarifier certaines questions dans les exercices. Elles donnent, par contre, beaucoup de discussions entre les participants pour qui tentent de les clarifier.	Creating discussion is part of the aim of these exercises. Learning is more permanent when achieved this way.
Fix slide "14 section 4" Report Summary. Modify ICAR to reflect on notes in binder	Done.
CAEAL/CALA training materials should be more current. Update P07, T27, evaluation form, front cover, A02 etc to new CALA formats.	Done. All in new CALA livery.
Easier access to course offered in T.O. (via transit) Could be Toronto (downtown)	Would be more expensive for hotels for participants from out-of-town, but will try and locate suitable accommodation closer to downtown.
Flowchart types of audits and assessments in the training materials.	Good idea. Will try and work this in.

- Recommend this course for the other staff from MOE Lab to attend.
- I found Ned to be an excellent facilitator. He converted information, which could be very boring, into an interesting and enjoyable format.