

FACILITATOR EVALUATION FORM

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

<u>COMMENTS</u>	<u>REPSONSE</u>
Update ICAR acetates to be consistent with notes. All to be consistent with CALA not CAEAL	Done
Questionnaire 4: "Report number" in 5a, 5d (should be singular) and update ICAR acetates	Done
Correct slide 11 of lesson 3 "sampling / not " interviews.	Done
Would be nice it lunch had been provided.	Did discuss this with hosting agency. As this was a closed session for in-house personnel only, their regulations regarding the provision of lunches to their own staff governs. Not allowed for federal government employees.

<u>COMMENTS</u>	<u>RESPONSE</u>
<ul style="list-style-type: none"> • Want more diagrams and brief summaries and definitions of material. i.e. 1st party /2nd party / 3rd party diagrams • I want vocabulary /phrase definitions 	<p>Definitions are mostly contained in the reference material. The course will continue to require participant referral to background material as this material governs the conduct of internal audits.</p>
<p>More fruit and veggies, less pastry.</p>	<p>Agreed. Was difficult to change the contracted catering requirements after the start of the course. Will try and warn potential host organisations prior to the next delivery.</p>
<p>Please provide me with word file on an assessment form to be used for external labs – thanks (Ralph Sturgeon)</p>	<p>Done (during the course)</p>
<p>Some questions are a “little too tricky” (=Ambiguous). Some answers are loosey – goosey? (should not be 3 or 4 possible answers) and answers that we correct for some questions (unless d=all of the above)</p>	<p>The questions are designed primarily to stimulate discussion – not provide the “rule.” Since disagreement is a form of discussion, they do this rather well..</p>
<p>Golden nugget (gems) all together (they more spoken too fast sometimes)</p>	<p>Partly in the slides, partly in the verbal discussion. Difficult to do for everything, but will attempt to document them all.</p>

Other Comments

- Enjoyed auditor training more than overview course due to participation level.
- Course was great, learned a lot.
- This course was exceptional! I found this course stressful in a good way. Ned is exceptionally good at this! I found the introductory course might have suffered because he knows this material so well that he is too far above the students, but for this course his knowledge, experience and talent is the perfect match!