

FACILITATOR EVALUATION FORM

Training: Assessment Scenarios **Facilitator(s):** Ned Gravel
Location: Crowne Plaza, Ottawa – Ballroom A **Date:** March 30, 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?	7	1	13	8	11
Were they well defined?	2	1	9	10	18
Were they achieved?	1		13	7	19
Course Content:					
Was the material appropriate?			4	11	25
Complexity (1=too complex or too simple ← → Perfect=5)			6	12	22
Was the material clear to you?		1	4	11	24
Volume (1=too much or not enough ← → Perfect=5)	2	3	5	8	23
Did the handouts fit with this training - did they help?		1	5	8	26
Facilitator Methods:					
Did the facilitator allow sufficient discussion?			1	5	34
Did the facilitator encourage participation?				6	34
Did the facilitator help bring out new group ideas?				8	32
Did the facilitator help close out discussions?			1	9	30
Would you accept this facilitator again?			1	5	34
Catering and Facility:					
Was the seminar facility appropriate for the course?			11	10	19
Was the lunch and breaks service acceptable?		20	13	8	17

Comments	Response
<ul style="list-style-type: none"> This should be two sessions since we did not cover all. 	It may be better to reduce the number of examples to hold the discussion to one session, or to have two sessions, but only if enough assessors want this.
<ul style="list-style-type: none"> We need a meet and greet on Sunday evening. 	The New Assessors were trained on the Sunday and assessors were polled to see if they wanted to get together on the Sunday evening. There was very little support for the activity so it was not organised. If assessors do want such an event (no cost to CALA) then it can be organised. We will certainly try again next year.
<ul style="list-style-type: none"> No afternoon snacks! 	In order to keep costs down, we accepted the desserts left over from lunch as the afternoon snacks.
<ul style="list-style-type: none"> It would be nice to have a toxicology lab example. 	Good idea. Will ask the toxicologists to provide some scenarios for the next session.

Other Comments

- Work/discussion groups work very well!!
- Excellent session! Great way to ensure consistency among assessors.
- Really good should be more sessions like this.
- These types of case studies and group commentaries are perhaps the most useful part of the biennial!