

# FACILITATOR EVALUATION FORM

**Training:** Understanding ISO/IEC 17025      **Facilitator(s):** Ned Gravel  
**Location:** Homewood Suites, Cambridge      **Date:** June 23 and 24, 2009

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
<b>Course Objectives:</b>	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?		1	1	2	7
Were they well defined?			4	5	2
Were they achieved?		1	4	4	2
<b>Course Content:</b>					
Was the material appropriate?			3	3	5
Complexity (1=too complex or too simple ← → Perfect=5)		2	3	5	1
Was the material clear to you?		2	3	5	1
Volume (1=too much or not enough ← → Perfect=5)	1	2	3	3	2
Did the handouts fit with this training - did they help?		1	1	4	5
<b>Facilitator Methods:</b>					
Did the facilitator allow sufficient discussion?		1	1	3	6
Did the facilitator encourage participation?				2	9
Did the facilitator help bring out new group ideas?		1	4	1	5
Did the facilitator help close out discussions?		1	1	3	6
Would you accept this facilitator again?					11
<b>Catering and Facility:</b>					
Was the seminar facility appropriate for the course?			1	2	8
Was the lunch and breaks service acceptable?				3	8

Comments	Response
I found the material overwhelming and too much reference material to follow.	Very true. This course makes heavy use of reference materials because the standard itself does not cover everything well.
Air conditioning cold and drafty!	Attempts to improve that situation did not always work out. Have passed comment off to hotel.
The chairs were not comfortable for a full-day course.	Noted.
Move diagram from P4 to tab1	Done. Thanks for noting this improvement.
Please put "scope of laboratory operations" diagram in package. Please e-mail to me at <a href="mailto:Marcus.bell@guelph.ca">Marcus.bell@guelph.ca</a>	Done.
Diagram 3.6 p 6 of 7 is missing numbers	Done
Ned, you talked a little too fast at sometimes.	Understood. Will try to slow down.

## Other Comments

- Good job Ned!
- Ned was great! Great facilitator, really enjoyed.
- The course was very good.