

FACILITATOR EVALUATION FORM

Training: Understanding 17025 T89-09 **Facilitator(s):** Ned Gravel

Location: 1525 Carling/ Boardroom **Date:** September 22 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?			2		3
Were they well defined?		1		1	3
Were they achieved?			1	3	1
Course Content:					
Was the material appropriate?			1	3	1
Complexity (1=too complex or too simple ← → Perfect=5)		1	2	2	
Was the material clear to you?		1	1	1	2
Volume (1=too much or not enough ← → Perfect=5)			3		2
Did the handouts fit with this training - did they help?			2	2	1
Facilitator Methods:					
Did the facilitator allow sufficient discussion?			1		4
Did the facilitator encourage participation?			1		4
Did the facilitator help bring out new group ideas?			1	3	1
Did the facilitator help close out discussions?			2	1	2
Would you accept this facilitator again?				1	4
Catering and Facility:					
Was the seminar facility appropriate for the course?			2	1	2
Was the lunch and breaks service acceptable?		1	2	1	1

Comments	Response
Ventilation of the room could be improved (the markers are very strong)	Will address this with building management.
At the beginning of the course, some of the introduction felt like a 17025 sales pitch.	Very true. The quantifiable benefits of a laboratory QMS are not normally understood and are therefore strongly pitched on this course.
There was no vegetarian option for sandwiches on day 2 lunch.	True. It was not known that vegetarian meals were required until later in the training syllabus.
There was confusion over which building the course was in (there were 2 different ones listed)	Understood. Next time only the CALA office address will be given and all will proceed to the training venue together.
Clause 5.9 should be in slides/materials	Done. Now in Lesson 3.

Other Comments

- The breakfast wraps were good.