

# FACILITATOR EVALUATION FORM

**Training:** Internal Auditor                      **Facilitator(s):** Ned Gravel  
**Location:** Four Points Sheraton, Gatineau, QC                      **Date:** September 14 to 16, 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	2	5
Were they well defined?			1	7	
Were they achieved?			1	5	2
<b>Course Content:</b>					
Was the material appropriate?				4	4
Complexity (1=too complex or too simple ← → Perfect=5)			3	5	
Was the material clear to you?			1	6	1
Volume (1=too much or not enough ← → Perfect=5)			3	2	3
Did the handouts fit with this training - did they help?				2	6
<b>Facilitator Methods:</b>					
Did the facilitator allow sufficient discussion?					8
Did the facilitator encourage participation?					8
Did the facilitator help bring out new group ideas?				2	6
Did the facilitator help close out discussions?				2	6
Would you accept this facilitator again?					8
<b>Catering and Facility:</b>					
Was the seminar facility appropriate for the course?			1	4	3
Was the lunch and breaks service acceptable?			1	5	2

Comments	Response
• Exercise No 3 – AIDUT instead of AUDIT in title.	Modification has been done to correct the error.
• A02 is printed backwards?	Have instituted procedure to prevent recurrence.
• More discussion of content before questionnaire 1	The first questionnaire is for discussion purposes only. Will ensure that this is made clear to participants in future deliveries of this course.
• I felt like we rushed through the first questionnaire.	

**Other Comments**

- I really enjoyed this course. There was a lot of hands on work and it showed me the Gist of an audit. I feel confident in doing my internal audit. Thanks for the vote of confidence.
- Very informative and interesting.
- Ned is an excellent facilitator and knows how to draw out the group to participate in discussion.
- Love all the characters of Ned, makes the class very enjoyable.
- Overall the facilitator and course were great! I learned a lot to bring back to the lab with me. The course structure and facilitator helped what could be dry material to be an enjoyable 3 days of learning.
- Good course worth the time and effort.