FACILITATOR EVALUATION FORM

Training: Understanding ISO/IEC 17025   **Facilitator(s):** Ned Gravel

Location: Sandalwood Hotel Toronto Airport   **Date:** January 11 and 12, 2010

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	√ *as appropriate below*				
Were you given the opportunity to help define them?			1	2	9
Were they well defined?				6	6
Were they achieved?			1	3	8
Course Content:					
Was the material appropriate?			1	4	7
Complexity (1=too complex or too simple←→Perfect=5)			3	6	3
Was the material clear to you?			1	4	6
Volume (1=too much or not enough←→Perfect=5)			2	3	7
Did the handouts fit with this training - did they help?			3	2	7
Facilitator Methods:					
Did the facilitator allow sufficient discussion?				2	10
Did the facilitator encourage participation?				2	10
Did the facilitator help bring out new group ideas?				3	9
Did the facilitator help close out discussions?				3	9
Would you accept this facilitator again?					12
Catering and Facility:					
Was the seminar facility appropriate for the course?			2	3	7
Was the lunch and breaks service acceptable?			3	2	7

COMMENTS	REPSONSE
On the first day the room was cold and bathrooms very cold.	It took nearly half a day to get the room temperature to meet our needs. Hotel staff was helpful, but their system was being worked on during the course.
Sticky tabs not packed	Apparently they were, but I overlooked them when unpacking the boxes at the hotel.
• This is my second CALA course. Several issues with content of binder being the incorrect version. • Course material provided requires some revisions (i.e. spelling mistakes, graphics, numbering) • Tab 6 page numbers were off (2x page 2 etc) page 1 – 8 ok and then numbering was off • Tab 6 - trueness and precision boxes overlap (page 4)	Very astute. We have been playing catch up with the versions of our documents. Workload exceeded capacity. A more robust system of checking has been implemented to assist when workload exceeds capacity again.

COMMENTS	REPSONSE
Question, if the course is about half from a particular company is it possible to have it onsite.	It is not always recognized, given the impersonal way in which participants are registered, when many trickle in from the same organisation. If we can catch it in time, and if the organisation agrees to the conditions of hosting, we might be able to change the venue to that organisation.
Discussion question 5.3 concerning discussion on repeatability of measurement – remove time – not specifically stated in standard.	Very true, although it is recognized that, over time, environmental conditions will significantly change and have an impact on the validity of the test results. While time in and of itself, is not a contributing factor, it does, by association with changing environmental conditions, provide sufficient differences to adversely affect repeatability.

Other Comments

- Good discussion throughout the course.
- Ned did an excellent job in encouraging participation.