

# FACILITATOR EVALUATION FORM

**Training:** Internal Auditor                      **Facilitator(s):** Ned Gravel  
**Location:** CALA Office                              **Date:** January 27 to 29, 2010

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

<u>COMMENTS</u>	<u>REPONSE</u>
Not always sure where I should be looking to find the best answers for the questionnaires, could be hard to decide on best answer depending where I looked.	S'OK. Questionnaires are designed primarily to stimulate discussion and not measure participant uptake.
Next time I would like a plane ride.	If it's there and we have time.....

**Other Comments:**

- Thanks Ned for your humour, energy and effectiveness. Very pleasant.
- These hand outs are probably going to be helpful in the lab setting