

FACILITATOR EVALUATION FORM

Training: Internal Auditor **Facilitator(s):** Ned Gravel
 Health Canada, Ottawa – Product Safety
Location: Lab. **Date:** March 16 to 18, 2010

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?					6
Were they well defined?				1	5
Were they achieved?				1	5
Course Content:					
Was the material appropriate?				2	4
Complexity (1=too complex or too simple ← → Perfect=5)		1	1	2	2
Was the material clear to you?				3	3
Volume (1=too much or not enough ← → Perfect=5)				3	3
Did the handouts fit with this training - did they help?				3	3
Facilitator Methods:					
Did the facilitator allow sufficient discussion?					6
Did the facilitator encourage participation?					6
Did the facilitator help bring out new group ideas?				1	5
Did the facilitator help close out discussions?			1	1	4
Would you accept this facilitator again?				1	5
Catering and Facility:					
Was the seminar facility appropriate for the course?				2	4
Was the lunch and breaks service acceptable?			3		3

<u>COMMENTS</u>	<u>REPSONSE</u>
Lesson 4, Quality Management System Document status title on Page 5 of 12 is missing a “.” (also pg. 6 – first 3 boxes, p.7 – comments)	Corrected and colons added. Thank you.
It would have helped if the slides were more similar (or identical) to the “text book”. I like to take notes; but notes on the slide handouts are not as useful as in the “textbook”.	We tend to use the slides as synopses of lesson materials and projection of talking points. The lesson material is more comprehensive and that is a much better place to keep notes – but some learners do have different learning styles.
Page 4 of lesson 5 (Rev 1.4) states clauses 4.10 and 4.12. Somewhere “capacity” should be referred to in section 5.4.1 of the same lesson. Also reference A121	Good suggestion. Rev 1.5 now has these changes in it.
Change the word in the following sentence “was the material appropriate ” to adequate .	Cannot agree. Adequate also implies amount and there may be too much. Appropriate implies only what is needed by the respondent.

Other Comments

- Great course as always!
- Very interesting and enjoyable.
- Ned was the best facilitator I have ever had WOW!! Very knowledgeable
- Excellent course
- The material was clear to me after Ned explained it.