

# FACILITATOR EVALUATION FORM

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

<u>COMMENTS</u>	<u>RESPONSE</u>
Sometimes it was hard to follow in the handout and book. Got lost on where to be.	Understood. Amount of reference material for this course is not small. CALA is examining ways of including the reference material in the actual lesson materials so as to remove the necessity to leaf through the reference materials during the course.