

FACILITATOR EVALUATION FORM

Training: Root Cause Analysis **Facilitator(s):** Ned Gravel
Location: Radisson Hotel Edmonton South, Edmonton **Date:** April 13, 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?				4	2
Were they well defined?				4	2
Were they achieved?			2	3	1
Course Content:					
Was the material appropriate?				4	2
Complexity (1=too complex or too simple ← → Perfect=5)			2	2	2
Was the material clear to you?			1	4	1
Volume (1=too much or not enough ← → Perfect=5)			1	5	
Did the handouts fit with this training - did they help?			1	2	3
Facilitator Methods:					
Did the facilitator allow sufficient discussion?				3	3
Did the facilitator encourage participation?				2	4
Did the facilitator help bring out new group ideas?				5	1
Did the facilitator help close out discussions?				4	2
Would you accept this facilitator again?					6
Catering and Facility:					
Was the seminar facility appropriate for the course?			4	1	1
Was the lunch and breaks service acceptable?	1		2	2	1

<u>COMMENTS</u>	<u>REPONSE</u>
Not a good idea to have a pre-planned menu, some people have food allergies, etc.	We normally experience difficulty in booking meeting rooms with catering packages if we do not come to agreement on the menu. Our question to participants regarding food allergies normally prevents this type of occurrence. Not certain what happened here?
Would encourage participants to bring their own questions and/or examples to work through.	Good idea. Will do for future courses.

Other Comments

- Very informative, kept things challenging and interesting