

FACILITATOR EVALUATION FORM

Training: Internal Auditor (CALA staff training) **Facilitator(s):** Ned Gravel
Location: CALA office **Date:** May 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? | | | | | 1 |
| Were they well defined? | | | | | 1 |
| Were they achieved? | | | | | 1 |
| Course Content: | | | | | |
| Was the material appropriate? | | | | 1 | |
| Complexity (1=too complex or too simple ← → Perfect=5) | | | | 1 | |
| Was the material clear to you? | | | | | 1 |
| Volume (1=too much or not enough ← → Perfect=5) | | | | | 1 |
| Did the handouts fit with this training - did they help? | | | | 1 | |
| Facilitator Methods: | | | | | |
| Did the facilitator allow sufficient discussion? | | | | | 1 |
| Did the facilitator encourage participation? | | | | | 1 |
| Did the facilitator help bring out new group ideas? | | | | | 1 |
| Did the facilitator help close out discussions? | | | | | 1 |
| Would you accept this facilitator again? | | | | | 1 |
| Catering and Facility: | | | | | |
| Was the seminar facility appropriate for the course? | 1 | | | | |
| Was the lunch and breaks service acceptable? | 1 | | | | |