

FACILITATOR EVALUATION SUMMARY

Training: Hazard Assessment **Facilitator(s):** Ned Gravel
Location: Mississauga **Date:** January 27, 2011

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	5	6
Were they well defined?			4	5	6
Were they achieved?			6	4	4
Course Content:					
Was the material appropriate?			3	7	5
Complexity (1=too complex or too simple ← → Perfect=5)			4	8	3
Was the material clear to you?			5	8	2
Volume (1=too much or not enough ← → Perfect=5)			4	8	3
Did the handouts fit with this training - did they help?		1	5	8	1
Facilitator Methods:					
Did the facilitator allow sufficient discussion?				6	9
Did the facilitator encourage participation?				6	9
Did the facilitator help bring out new group ideas?				7	8
Did the facilitator help close out discussions?			1	12	2
Would you accept this facilitator again?				6	9
Catering and Facility:					
Was the seminar facility appropriate for the course?		1	5	6	3
Was the lunch and breaks service acceptable?			4	7	4

<u>COMMENTS</u>	<u>REPSONSE</u>
Post Control Analysis required for Job Hazard Assessments. First do the evaluation without controls and then also evaluate the effectiveness of the controls put in place.	Agreed. This will be proposed within the HSEQ community so as to enhance take-up by Exova staff.
Blend Americas & Europe documents (best of both).	Good idea. Group like the visible rigour of the Americas approach with the visible determination of the European approach. Will undertake modifications to process within the next few months.
Require a timeframe for assessment and effectiveness of controls.	Good idea to standardise overall approach. Not certain what this timeframe should be. Will discuss within HSEQ community.

<u>COMMENTS</u>	<u>REPSONSE</u>
Link HR review forms/Job Done to Job Hazard Assessment	Will pass this suggestion off to HR for their perusal
No slides include in the materials pages	Slides were not included in this booklet as a result of oversight. Facilitator is responsible. Copies of slides will be e-mailed to all participants. Process has been amended to ensure slides appear in future printed editions of the course material.
Noise from adjacent room.	Will speak to hotel to either remove gaps in room divider or change rooms.