

FACILITATOR EVALUATION SUMMARY

Training: Internal Auditor Course **Facilitator(s):** Ned Gravel
Location: Mississauga **Date:** January 26, 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?				1	1
Were they well defined?				1	1
Were they achieved?				1	1
Course Content:					
Was the material appropriate?			1		1
Complexity (1=too complex or too simple ← → Perfect=5)			1		1
Was the material clear to you?			1	1	
Volume (1=too much or not enough ← → Perfect=5)				2	
Did the handouts fit with this training - did they help?				1	
Facilitator Methods:					
Did the facilitator allow sufficient discussion?					2
Did the facilitator encourage participation?					2
Did the facilitator help bring out new group ideas?					2
Did the facilitator help close out discussions?					2
Would you accept this facilitator again?					2
Catering and Facility:					
Was the seminar facility appropriate for the course?				1	1
Was the lunch and breaks service acceptable?			1		1

<u>COMMENTS</u>	<u>REPSONSE</u>
May I suggest that the case study is a separate handout (not part of the book) so that it is easier to follow the material.	Good suggestion. We will separate out the Exova documentation for the conduct of internal audits from the course material.
For the purpose of this training, it would be beneficial for attendees to be required to read Exova's Quality Manual.	Good idea. In fact, all of the Exova documentation related to the conduct of internal auditing should be provided beforehand and allow participants to familiarize themselves with it prior to the course.
Table of Contents would help when looking for forms.	Good idea. Will do.
Typo in the quiz. Question 1 should read "A laboratory" not "An laboratory".	Corrected.