

FACILITATOR EVALUATION SUMMARY

Training: Internal Auditor **Facilitator(s):** Ned Gravel
Location: Warren, MI **Date:** 28 February 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?	0	0	0	1	5
Were they well defined?	0	0	1	2	3
Were they achieved?	0	0	0	2	4
Course Content:					
Was the material appropriate?	0	0	0	5	1
Complexity (1=too complex or too simple ← → Perfect=5)	0	0	1	4	1
Was the material clear to you?	0	0	1	5	0
Volume (1=too much or not enough ← → Perfect=5)	0	0	3	2	1
Did the handouts fit with this training - did they help?	0	0	1	4	1
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	0	4	2
Did the facilitator encourage participation?	0	0	0	2	4
Did the facilitator help bring out new group ideas?	0	0	1	4	1
Did the facilitator help close out discussions?	0	0	1	4	1
Would you accept this facilitator again?	0	0	0	1	5
Catering and Facility:					
Was the seminar facility appropriate for the course?	2	0	0	3	1
Was the lunch and breaks service acceptable?	0	0	5	1	0

<u>COMMENTS</u>	<u>REPSONSE</u>
Seminar should be located off site to eliminate interruptions.	We do try to do this as much as possible. Sometimes the business needs come first – but where we can, we will do this type of training offsite. Far more advantageous for the participant.
Reference materials need to be order;	Will do. Good suggestion.
Modify course objective to include consistency	Done!! Good suggestion.
Update work instruction on Incident and Deviation Report.	This is in the process of being done.

Other Comments:

- The class was presented in an enjoyable manner.
- Learned plenty. Have never performed an Internal Audit. I feel very confident that I could now.