

FACILITATOR EVALUATION SUMMARY

Training: Hazard Assessment **Facilitator(s):** Ned Gravel
Location: Portland, OR **Date:** 17 March 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	1	1	12
Were they well defined?	0	0	2	4	8
Were they achieved?	0	0	2	5	7
Course Content:					
Was the material appropriate?	0	0	1	4	9
Complexity (1=too complex or too simple ← → Perfect=5)	0	0	3	8	3
Was the material clear to you?	0	0	2	7	5
Volume (1=too much or not enough ← → Perfect=5)	0	0	3	4	7
Did the handouts fit with this training - did they help?	0	1	1	6	6
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	1	3	10
Did the facilitator encourage participation?	0	0	1	2	11
Did the facilitator help bring out new group ideas?	0	0	1	4	9
Did the facilitator help close out discussions?	0	0	2	3	9
Would you accept this facilitator again?	0	0	1	2	11
Catering and Facility:					
Was the seminar facility appropriate for the course?	0	0	2	7	5
Was the lunch and breaks service acceptable?	2	2	4	4	2

<u>COMMENTS</u>	<u>REPSONSE</u>
Pages in handout out of order.	This has been addressed. Good catch.
Pages need to be numbered to save time.	Pages are already numbered but documents are not. We are modifying the format to put them in more of a sequence.
No break, but did not notice – entertaining topic. At least 1 more quick break. Didn't get either lunch or a break. Did not receive a break.	I note the differences in opinion expressed here. Normally those attending the afternoon session are allocated lunch. During the "shift change" an error may have occurred and we will henceforward specify who is getting lunch in the preparatory e-mails sent to participants. There is normally only one break per half day and all future participants will be encouraged to speak up if they need another during their half day session. These are both good ideas.
I am still a bit uncertain on exactly which activities require JHA's.	All employees who encounter known hazards in the conduct of their duties require a Job Hazard Assessment.

<u>COMMENTS</u>	<u>REPSONSE</u>
Seminar facility could be better.	Agreed, but at half the price of the next closest facility (in terms of price). In future, we will try and have local staff conduct reconnaissance of facilities being considered.
<ul style="list-style-type: none"> • More background details on various Job Hazard Assessments. • For Job Hazard Assessment, I think it would be helpful to have a short job description (maybe) at the bottom so that the job position is understood better by others who are assessing the Job Hazard. 	This idea is really for the inclusion of job descriptions in the training materials. It will be considered for future deliveries of this course.
Set boundaries (upper/lower) for each job position, then maybe assign a colour to a particular job risk value (i.e. green-yellow-orange-red scale – if lower boundary is 6.2 and upper boundary is 16.1 and the Job Risk Value is 8.0, then it would fall in the green segment.	The idea of colour coding the results based on boundary conditions or desired averages is a good one. The development team will consider this option.

Other Comments

Tough crowd, but all questions/concerns were addressed.