

FACILITATOR EVALUATION SUMMARY

Training: Internal Auditor (HSEQ 301-01) **Facilitator(s):** Ned Gravel
Location: Ottawa, ON **Date:** 20-Apr-11

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

<u>COMMENTS</u>	<u>REPSONSE</u>
Reference Material Manual does not have a cover page for Quality Manual.	These binders were locally produced. I have discussed with local authorities.
Information could be spread over more than one day. Some objectives were not intended to be met by this course. For people not in auditing, information is overwhelming – too much for a 1-day course.	True – this can be an intensive course. It is much easier if the continual improvement concepts have already been brought out in previous training, such as basic 17025 course. Allowing for more than one day of this course, however, might be difficult and interfere with the operations of the lab. If the time can be made available, we are always willing to spend more time. It all depends on the lab.

<u>COMMENTS</u>	<u>REPSONSE</u>
Felt like a lot of information on the quiz wasn't covered in class – had to read the book during the quiz to find the answers (terms were not defined, etc.)	That is OK. It was an “open book” and “discuss with your peers” quiz. Most of the discussion on the quiz questions normally occurs during the take up of the quiz. This quiz is not meant to formally score the uptake of knowledge. It is meant to generate discussion.
Spent too much time on discussion (group activity)	Understood. Those that needed the discussion did take up quite a bit of time. I am OK with that. It was obviously needed.
Mississauga local appendix for SP-03 is in the wrong place in the reference materials.	Understood. It has now been moved to the correct location in the reference materials binder listing.