

FACILITATOR EVALUATION SUMMARY

Training: Internal Auditor (HSEQ 301-01) **Facilitator(s):** Ned Gravel
Location: Chicago, IL **Date:** 7-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	3	6
Were they well defined?	0	0	0	2	7
Were they achieved?	0	1	0	1	7
Course Content:					
Was the material appropriate?	0	0	4	2	3
Complexity (1=too complex or too simple ← → Perfect=5)	0	1	2	5	1
Was the material clear to you?	0	0	1	4	4
Volume (1=too much or not enough ← → Perfect=5)	0	0	2	4	3
Did the handouts fit with this training - did they help?	0	0	1	4	4
Facilitator Methods:					
Did the facilitator allow sufficient discussion?	0	0	1	1	7
Did the facilitator encourage participation?	0	0	0	2	7
Did the facilitator help bring out new group ideas?	0	0	1	2	6
Did the facilitator help close out discussions?	0	0	1	3	5
Would you accept this facilitator again?	0	0	0	2	7
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>
Suggest labs bring a display of their Internal Audit schedule for sharing formats.	Good suggestion. In future, will request samples from participant labs.
Possibly compare example lab formats of Internal Audits against requirements in training manual.	This is a good idea, but this course is really about auditor conduct. Formats can be used as a training tool (see comment above) but there is not sufficient time to conduct any real comparison of the different formats used within each division or lab.
Quiz seemed only partially related to material.	True. Quiz is primarily designed to stimulate discussion at the end of the formal training.
Section on workplace violence & back upside down.	Noted. QA on materials produced has now been enhanced.

<u>COMMENTS</u>	<u>REPSONSE</u>
Immediate Containment – add to “Incident & Deviation Report” – or remediation	This is a good idea from this course. It will be done for all future courses and this form has now been improved.