

# FACILITATOR EVALUATION SUMMARY

Training: Internal Auditor Facilitator(s): Ned Gravel  
 Location: Canton, MI Date: Nov. 16 & 17, 2011

It is important for the success of training within MOTIVA to quickly identify areas of improvement. We need to know how to do better next time. Best, in our opinion, is giving you the training you need. This form helps us learn how to better meet your training needs next time. Once you have completed the form, please leave it on your table at the end of the day's sessions. It will be picked up by the facilitator and forwarded to the Motiva Quality Manager. Help us serve you better.

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
<b>Course Objectives:</b>	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?			1		4
Were they well defined?				1	4
Were they achieved?				1	4
<b>Course Content:</b>					
Was the material appropriate?			2	1	2
Complexity (1=too complex or too simple ← → Perfect=5)			2	1	2
Was the material clear to you?			1	1	3
Volume (1=too much or not enough ← → Perfect=5)			2		3
Did the handouts fit with this training - did they help?			1	1	3
<b>Facilitator Methods:</b>					
Did the facilitator allow sufficient discussion?				2	3
Did the facilitator encourage participation?				1	4
Did the facilitator help bring out new group ideas?				2	3
Did the facilitator help close out discussions?				2	3
Would you accept this facilitator again?				1	4
<b>Catering and Facility:</b>					
Was the seminar facility appropriate for the course?			2		3
Was the lunch and breaks service acceptable?			2		3

Participant Comments	MOTIVA Response
Correct page number on slide 18	Good eye! This has now been corrected.
Page 5 should be page 14	Done.
Rules-discuss what internal audits management and technical needs to cover in a given time period. Also <u>not a gap analysis</u> needs to also observe practice.	This has now been added to the materials. It was discussed in class, but some folks understandably need to see the written rules.
Please correct ABC reference forms	Done.
No reference explaining what CALA means in the Quality Procedure Manual	Done. CALA is the accreditation body used by MOTIVA Lab (the example company).

**Other comments:**

- Excellent Interpersonal Skills of Facilitator (Ned)
- Ned is extremely knowledgeable in subject.
- My big take-aways are:
  - proper planning for an audit, and
  - proper audit reports