

FACILITATOR EVALUATION SUMMARY

Training: 4010-1202 Internal Auditor Facilitator(s): Ned Gravel
 Location: INMS Ottawa Date: Mar. 29 & 30, 2012

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?				2	13
Were they well defined?			1	3	11
Were they achieved?				7	8
Course Content:					
Was the material appropriate?				7	8
Complexity (1=too complex or too simple ← → Perfect=5)			1	7	7
Was the material clear to you?			2	9	4
Volume (1=too much or not enough ← → Perfect=5)			2	5	5
Did the handouts fit with this training - did they help?			4	4	7
Facilitator Methods:					
Did the facilitator allow sufficient discussion?					15
Did the facilitator encourage participation?				1	14
Did the facilitator help bring out new group ideas?			1	3	11
Did the facilitator help close out discussions?				4	11
Would you accept this facilitator again?				2	13
Catering and Facility:					
Was the seminar facility appropriate for the course?				2	13
Was the lunch and breaks service acceptable?					15

Participant's Comments	MOTIVA Response
<ul style="list-style-type: none"> Binder rings too small! The binder falls apart too easily. 	Agreed. We will use different binders in the future.
Lacked handouts for root analysis. These would have been interesting/useful to have as record.	Agreed. This is a new part of this course and the material will be modified to include it.
Need to update the slides in the handout. Exercise 1 was not explained very clearly (it had many different subtasks that we had to guess).	Agreed. It is too specific to a lab environment not normally encountered by an NMI. I will make it more generic and provide more specific explanation in the course notes.

Participant's Comments	MOTIVA Response
An index showing the location of topics would be useful.	This is a good idea and I will try and find a way to incorporate it into a participant binder that is really an amalgam of a course handbook, the slides and some reference / practical materials.
More specific examples from high-level metrology would be useful.	This may be difficult to do because this course is not about the science. It is about the skills needed to conduct audits without frightening the living daylights out of the auditees. This course is primarily about organisational, planning and interpersonal skills.
A day and ½ would be likely enough for this course.	Anecdotal evidence from fellow participants indicated a desire for one more day. The current structure and syllabus is the compromise.

Other comments:

- Very good chance to learn and practice.