

# FACILITATOR EVALUATION SUMMARY

Training: 4010-1204 Internal Auditor (CALA) Facilitator(s): Ned Gravel  
 Location: London, Ontario Date: Sept. 11 & 12, 2012

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

Participant Feedback	MOTIVA Response
Some slides were missing from printed slides provided.	This comment is passed to the current author of these materials for action.
Personal photos should be avoided to be shown to the trainers. Overall effective and helpful.	This comment is about the computer desktop shown through the projector. It is an important tool in establishing relationships with the participants so as to help facilitate easier discussions. In future, the facilitator will determine any discomfort with its projection at the beginning of training.
Relevant videos to the course should only be shown. Overall effective and helpful.	This comment is about the "brain breather" clips shown during breaks that inject laughter and lightness into the day. In future the facilitator will determine any objection to their projection at the beginning of training.

<b>Participant Feedback</b>	<b>MOTIVA Response</b>
More in depth regarding document review, preparing audit checklist would have been helpful.	Very true. This would require additional course time, such as when this was a three day course and the first exercise was half a day in duration.
Need more practice in performing audits.	This course would need to be a three day course to allow for more practice time.
No audit report cover page.	This comment is about the materials in Tab 6 not reflecting the sample shown in Tab 4. It is passed to the current author of the materials.
In Section 6 audit activity summary page missing (referred to in slide).	This comment is about the materials in Tab 6 not reflecting the sample shown in Tab 4. It is passed to the current author of the materials.
Some activities were not clear.	Not certain which activities are referred to here.
Less "I wrote this," or "I did this," or "CALA must have changed this."	Understood. This can be an annoying set of words to hear. It will not recur.

**Other comments:**

- Overall effective and helpful.