

# FACILITATOR EVALUATION SUMMARY

Training: MOTIVA Understanding ISO/IEC 17025 Facilitator(s): Ned Gravel

Location: Riyadh, Kingdom of Saudi Arabia (for GAC) Date: 30 Nov - 2 Dec 2014

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?			4	3	7
Were they well defined?			5	4	5
Were they achieved?			4	8	2
Course Content:					
Was the material appropriate?			3	6	5
Complexity (1=too complex or too simple ← → Perfect=5)		1	3	6	4
Was the material clear to you?			1	7	6
Volume (1=too much or not enough ← → Perfect=5)			2	5	7
Did the handouts fit with this training - did they help?			2	5	7
Facilitator Methods:					
Did the facilitator allow sufficient discussion?			1	1	12
Did the facilitator encourage participation?			1	1	12
Did the facilitator help bring out new group ideas?			1	2	11
Did the facilitator help close out discussions?		1		4	9
Would you accept this facilitator again?				2	12
Catering and Facility:					
Was the seminar facility appropriate for the course?		1	2	4	7
Was the lunch and breaks service acceptable?				3	11

Participant Feedback	MOTIVA Response
The chairs were not comfortable. Moving in them generated noise.	I have passed this comment to the hosting organisation so that it can be considered for the venues they may select in the future.
<ul style="list-style-type: none"> <li>The materials need to be separated with dividers between sections.</li> <li>Better to provide the training materials with tabs</li> </ul>	This comment will help us better understand that the training materials should be divided and separated for all participants.
The last chapter was delivered too fast.	This is true. It will help us understand that externally-imposed spur-of-the-moment meetings adversely affect the quality of training delivery.

<b>Participant Feedback</b>	<b>MOTIVA Response</b>
<p>The training course may include some video demonstrations or give some practical examples for better understanding.</p>	<p>Agree with the comment on practical demonstrations. Videos may not be practical in the live classroom environment where time is critical. The discussion questions are the current set of practical demonstrations, but it might be better to introduce them as such and allow the participants to consider them as practice during their discussion.</p>
<ul style="list-style-type: none"> <li>• It might be better if the course material is given in advance to study it before attending the actual in-class training.</li> <li>• Better to provide training materials in electronic format for easy access and future use.</li> </ul>	<p>These are good suggestions and they have been made before, but not in this region to this host organization. I will ask that the materials be made available to all participants electronically, before making use of the hard copies during the in-class sessions.</p>

**Other comments:**

- Excellent facilitator. Nice presentation. I like this course. Thank you for your effort.
- Thank you.
- Thanks for this excellent facilitation.