

# FACILITATOR EVALUATION SUMMARY

Training: Understanding ISO/IEC 17025 Facilitator(s): Ned Gravel  
 Location: Hong Kong Date: 12-13 Jan 2015

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	1	6	9
Were they well defined?				8	9
Were they achieved?				7	10
<b>Course Content:</b>					
Was the material appropriate?			2	8	7
Complexity (1=too complex or too simple ← → Perfect=5)		1	4	9	3
Was the material clear to you?			3	11	3
Volume (1=too much or not enough ← → Perfect=5)		1	3	11	2
Did the handouts fit with this training - did they help?			2	9	6
<b>Facilitator Methods:</b>					
Did the facilitator allow sufficient discussion?				2	15
Did the facilitator encourage participation?				3	14
Did the facilitator help bring out new group ideas?				5	12
Did the facilitator help close out discussions?				6	11
Would you accept this facilitator again?				5	12
<b>Catering and Facility:</b>					
Was the seminar facility appropriate for the course?			6	7	4
Was the lunch and breaks service acceptable?	1	2	6	6	2

Participant Feedback	MOTIVA Response
Would be grateful if the facilitator sent out the slides.	Done.
Better print out the presentation slides for references	Entirely possible if the hosting organisation agrees to the expense of printing them.
It is not good to not provide tea or coffee for breaks. It could facilitate discussion.	Agreed. This comment has been passed to the hosting organisation.
Pace was a bit too fast. I would like more case studies. Should have been given over three days.	Understood. Experience now indicates that the course should be modified to be three days for accreditation body assessors, with much more time spent on case studies.

**Other comments:**

- Excellent learning atmosphere. Materials are well designed.