

FACILITATOR EVALUATION SUMMARY

Training: 4003-1801 Lead Assessor Course **Facilitator(s):** Alain Peyré

Location: Port Moresby, Papua-New Guinea **Date:** Jan 29 – Feb 2, 2018

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

Participant Feedback	MOTIVA Response
The course notes were not arranged in an orderly manner. At times flipping through course material took a lot of time.	Noted and thanks for this. We will examine a better way to present them. The course is based entirely on PNGLAS assessment procedures and we may need more time to assimilate an ABs procedures into our course material

Participant Feedback	MOTIVA Response
<ul style="list-style-type: none"> • A few reference materials eg. FAD were based on older versions of 17025, so there was conflicting information. • Materials to be properly organized and in order for trainees accessibility. • There was bit confusion between the two standards ISO/IEC17025-2005 and new ISO/IEC 17025-2017, so when going through the course handouts we can fully understand. 	<p>This is very true. This is the very first instance of delivering this course since the issuance of the revised version of 17025. Course materials will be examined and updated.</p>
<ul style="list-style-type: none"> • More days need in understanding ISO/IEC Standard. • The training should be for more than one week. 	<p>This is always a challenge. This course normally allows only two days for discussion on the standard and three days on practicing assessment skills. Participants will be warned, henceforth, that they must be familiar with the standard before taking a Lead Assessor Course.</p>
<p>Exercise materials should be in a simplified version for the trainees to fully understand the basic objective of the training.</p>	<p>There may be a misunderstanding here. Exercise materials are for participants to practice the skills associated with assessment. Current exercise materials are far simpler than those used by actual accreditation bodies.</p>

Other comments:

- The training was delivered well.
- Course identified a lot of areas for improvement. Was satisfactorily delivered.
- Course material was well presented. I learned a lot and it will definitely help me doing a good job in future assignments.
- Satisfactorily and systematic in approach. Well done.