

FACILITATOR EVALUATION FORM

Training: Lead Auditor Training Course **Location:** Ottawa- Marriott Courtyard

Date: March 2, 2002 **Facilitator(s):** Colleen Cotter

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?	0	0	2	1	7
Were they well defined?	0	0	2	1	7
Were they achieved?	0	0	2	1	7
Course Content:					
Was the material appropriate?	0	0	1	1	8
Complexity (too complex) (OK) (too simple) <i>circle one</i>	0	0	6	1	3
Was the material clear to you?	0	1	5	1	3
Volume (too much) (OK) (not enough) <i>circle one</i>	0	0	2	0	8
Did the handouts fit with this training - did they help?	0	0	2	0	8
Facilitator Methods					
Did the facilitator allow sufficient discussion?	0	0	1	0	9
Did the facilitator encourage participation?	0	0	1	0	9
Did the facilitator help bring out new group ideas?	0	0	1	1	8
Did the facilitator help close out discussions?	0	0	1	1	8
Would you accept this facilitator again?	0	0	1	1	8

Other Comments:

- Provide documentation before training
- I liked the flow from the day (course) before
- Although this is the sixth day and the energy level is down, it is the best time to sum this session as it ties in well with the rest of the session
- The flow of the presentations was fragmented and hard to follow. It was hard to follow and sometimes the noise of paper shuffling very distracting. A separate set of papers/ forms that follow the presentation may alleviate this problem.
- Sorry we were so tired today.