

Feedback and Evaluation: EHS Auditing Fundamental Skills and Techniques

Full Name:.....

Position:.....

Company:.....

Date of Course:.....

1. Please rate the following sessions by circling the appropriate response.

	Very Helpful				Not Helpful
Overview of Environmental, Health, and Safety Auditing	5	4	3	2	1
Audit Approach	5	4	3	2	1
Basic Steps in the Typical Audit Process	5	4	3	2	1
Pre-Audit Activities	5	4	3	2	1
On-site Opening Activities	5	4	3	2	1
Understanding HSE Management Systems	5	4	3	2	1
Effective Interviewing	5	4	3	2	1
Preparing Working Papers	5	4	3	2	1
Assessing Strengths and Weaknesses	5	4	3	2	1
Gathering Audit Evidence	5	4	3	2	1
Sampling Strategies	5	4	3	2	1
Evaluating Audit Results	5	4	3	2	1
Writing Audit Findings	5	4	3	2	1
Post Audit Activities	5	4	3	2	1

2. Please provide any specific comments on the main exercises.

Exercise 1. Understanding Management Systems

Exercise 2. Effective Interviewing - Difficult Interview Situations

Exercise 3. Effective Interviewing - Conducting Interviews

Exercise 4. Preparing Working Papers

Exercise 5. Assessing Strengths and Weaknesses

Exercise 6. Gathering Audit Evidence - Developing Verification Strategies

Exercise 7. Sampling Strategies 1

Exercise 8. Sampling Strategies 2

Exercise 9. Evaluating Audit Results - Specific 'Local' vs 'Report'

Exercise 10. Writing Audit Findings - Critiquing Audit Findings

3. How appropriate is an exercise approach for this type of course?

4. How useful was group work in solving the exercises?

5. How good do you think the presenters were at:

	Very Good				Poor
Conveying Information?	5	4	3	2	1
Motivating the Group?	5	4	3	2	1
Answering your Questions?	5	4	3	2	1

Comments:

6. How valuable were the following material?

	Valuable				Not Valuable
Workbook	5	4	3	2	1
Handbook	5	4	3	2	1
Interpretation	5	4	3	2	1
Translated material	5	4	3	2	1

Comments:

7. Please answer the following questions by circling the appropriate response.

	True				False
My expectations for the programme were fulfilled	5	4	3	2	1
The programme was applicable to my job	5	4	3	2	1
My job performance will be enhanced by attending the programme	5	4	3	2	1
The duration of the programme was appropriate	5	4	3	2	1
Too Long?		Too Short?			
My overall impression of the programme was good	5	4	3	2	1

8. Finally, please provide any overall comments on the course.

We sometimes like to use comments from delegates for future marketing purposes on a non-attributable basis. Please tick your preference below:

- Use comments including job title and company name if desired
- Use comments but keep all personal details anonymous
- Do not use comments

Thank you for taking the time to complete this form.