

# **Welcome to ABB University**

Administration: Louise Tellier

Instructors: George Kovari                      Marta Golden

Class Hours:                      Monday - Thursday:      8:30 a.m. - 4:30 p.m.  
   Last Friday:                      8:30 a.m. - 12:00 p.m.

Policies:                      Written cancellation notice must be received at least five (5) business days prior to the starting date. Thereafter, full tuition is due and payable. Rescheduling within five (5) business days of the course is subject to a non-refundable \$100. administration fee. Substitutions may be made at any time.

In the unlikely event that ABB Inc. must cancel a course, ABB's liability is limited to paid tuition fees. ABB is not liable for any travel or lodging expenses. Registrants will be notified as early as possible.

Visitor Parking:                      Visitor parking is located at the front of the building.

Washrooms:                      Washrooms are located down the side hall to the left just before the cafeteria.

Emergency Exits:                      Emergency exits for the University are located through the cafeteria and/or the main lobby. For more information, please see your instructor.

Refreshments:                      Coffee and water will be available in the classroom. There are vending machines in the cafeteria located to the east of the classrooms.

Communications:                      Student messages can be left with ABB University. A telephone is also available in the University office; your instructor will give you access, when required.

Phone Numbers:                      ABB University:                      905-333-7446  
   Main Office Reception:                      905-639-8840

Fax Service:                      Office Services:                      905-639-8639

Smoking:                      Due to government legislation, smoking is not permitted inside the building.  
Our designated smoking area is located at the front of the facility at least 20 feet away from the entrance.



## Course Evaluation

ABB Inc. strives to provide a high level of customer training satisfaction. In order to improve our services to meet your training needs, please take a few minutes to answer the following questions. Thank you for participating; your comments are appreciated.

Excellent 6	Very Good 5	Satisfactory 4	Fair 3	Needs Improvement 2	Unsatisfactory 1
<b><u>Course</u></b>					6 – 1
⌵ Well organized and presented in logical sequence					<input type="checkbox"/>
⌵ Adequate time allocated to effectively present material					<input type="checkbox"/>
⌵ Did the course offer good value					<input type="checkbox"/>
⌵ Would you recommend this course to others					<input type="checkbox"/>
How could we improve?					
<b><u>Instructor</u></b>					6 – 1
⌵ Knowledge of subject					<input type="checkbox"/>
⌵ Presented in understandable language					<input type="checkbox"/>
⌵ Ability to answer questions					<input type="checkbox"/>
How could we improve?					
<b><u>Equipment</u></b>					6 – 1
⌵ Appropriate in support of subject matter					<input type="checkbox"/>
⌵ Adequate quantity to effectively support hands on					<input type="checkbox"/>
⌵ Functional and reliable					<input type="checkbox"/>
How could we improve?					
<b><u>Documentation</u></b>					6 – 1
⌵ Description of course - outline / content					<input type="checkbox"/>
⌵ Handouts - informative and relevant					<input type="checkbox"/>
⌵ Labs – relevant and realistic					<input type="checkbox"/>
How could we improve?					
<b><u>Safety Procedures</u></b>					Y / N
<b>Has the ABB instructor covered the following safety procedures:</b>					<input type="checkbox"/>
⌵ Fire Alarms?					<input type="checkbox"/>
⌵ Evacuation procedures?					<input type="checkbox"/>
⌵ Emergency meeting location?					<input type="checkbox"/>
⌵ Equipment safety procedures?					<input type="checkbox"/>
⌵ Utilization of CCRP's					<input type="checkbox"/>

**Did the course meet your expectations?**

---

---

**What other topics would you like offered in a future course?**

---

---

**Course:**

**Date:**

**Instructor:**

---

---

**Name:**

**Company:**

**How can we contact you?**

---

---

