

# View Reflection Form

## FORM - REFLECTION FORM - REBEL CURRICULUM

Title of Training, Date and Speaker / Assessor

### Housekeeping

What aspects of accessibility / inclusivity / clarity were used?

Were there closed captions running from the beginning?

Yes  No

Was there a clear view of the speaker's mouth for lip readers?

Yes  Sometimes  No

Was there a clear statement of the training's duration and comfort break(s)?

Yes  Some points mentioned  No

Was there an opportunity to (privately) indicate access requirements?

Yes  No

### Explaining non verbal methods of communication

Hand signals: their meaning and when they're responded to?

Yes  No

Reactions: Zoom 'emoji'/reactions - meaning and how-to?

Yes  No

Chat box how-to and etiquette

Yes  No

Stack ?

Yes  No

Further comments on housekeeping and comms info

### Check-ins and Check-outs

Were check-ins done ?

Yes  No

Were check-outs done

Yes  No

Was the Vision Statement read, if appropriate

## Structure of Training

Was a statement made about the training's purpose and structure

Yes Some No

Was this information clear

Yes Some No

Was each section clearly announced

Yes Some No

Did each section flow well into the next

Yes Some No

Was there a clear ending to the training

Yes Some No

Further comments on structure etc

## Using Breakout Rooms [BORs]

Was the reason for using BORs clearly explained

Yes Some No

Where going into a BOR was not integral to the learning purpose, was an alternative option offered

Yes No

Were participants given clear info on what they should do in the BOR

Yes Some No

If BORs required facilitators and note takers, how was this arranged and verified

On leaving the BORs, was there enough time for reflection e.g. on what was learned, any surprises

Yes Some No

Further comments on use of BORs

## Content of the training

Did the speaker use simple language and short sentences

Yes Some No

Avoid using acronyms and abbreviations

Yes Some No

If necessary, the speaker should first explain what the acronym stands for

## Presentation

**Did the trainer speak clearly**

Yes Some No

**Slowly enough**

Yes Some No

**Sound loud enough**

Yes Some No

**Sound interesting, engaging, enthusiastic as appropriate**

Yes Some No

**Use good voice modulation and variety of tone**

Yes Some No

**Use pauses to good effect e.g. for emphasis, to allow absorption of information**

Yes Some No

**Use of regenerative/inclusivity appropriate language**

Yes Some No

**Manage the technical aspects smoothly**

Yes Some No

**Further comments on presentation e.g. where training might be of benefit ?**

## Audio Visual Aids

**Did the slides have a reasonable amount of information ?**

Yes Some No

**Were the slides readable ?**

Yes Some No

**Was the content of the slides explained ?**

Yes Some No

**Did the closed captions remain visible ?**

Yes Some No

**Were any video clips of good quality and short length**

Yes Some No

**Was the video's sound quality adequate ?**

Yes Some No

**On other screen sharing, e.g. website, was the visual quality good**

Yes Some No

**If XR's website was shared, did the speaker mention our hope to render it more 'dyslexia supportive'**

Yes No

**Other comments on use of audio visuals, especially where training might be of benefit**

## Post Training and Follow Up

Was an 'I Attended' form used during the training, so the correct follow up email was sent

Yes  No

Did participants have an opportunity to give feedback

during the the training  in a follow up questionnaire  both  neither

Did the follow up information seem clear and not overwhelming ?

Yes  Some  No

## Follow-up Resources

## Summary

Amazing work! This is what was awesome

Redirectional Feedback. This is what could be optimised