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

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