7 Appendices

Appendix 1

Training Needs Analysis Questionnaire

The purpose of this questionnaire is identify your video conferencing training requirements. This information will be of great value in planning your training course so please complete the form as accurately and as frankly as possible. It should take no more than 10 mins.

A   *This section will provide us with details about you and your current use of IT.*

Name _____   Department _____

How often do you use:

	never	occasionally	sometimes	often	very often
computer?	☐	☐	☐	☐	☐
e-mail?	☐	☐	☐	☐	☐
web?	☐	☐	☐	☐	☐
video conf?	☐	☐	☐	☐	☐

Please indicate reasons for using:

computer   _____

e-mail   _____

web   _____

video conf   _____

B 1   *Please answer the following questions ONLY if you are to provide technical support for VC.*

This section will provide us with information on your experience of support provision.

Have you provided technical support to staff in their teaching?   Yes ☐   No ☐

If yes, what was the nature of the support? (setting up equipment, advice on best use of technology, trouble shooting)
_____
_____
_____
_____
_____

Please continue to section C

Please answer the following questions ONLY if you plan to use VC for teaching.

B 2   This section will provide us with information on your current teaching practices and how you would like to use VC.

Which of the following teaching methods

(i) do you currently use in your teaching?   *(ii) would you like to use with video-conferencing?*

lectures	☐	lectures	☐
tutorials	☐	tutorials	☐
group discussions	☐	group discussions	☐
practicals	☐	practicals	☐
case studies	☐	case studies	☐
others	☐	others	☐

Which of the following media

(i) do you currently use in your teaching?   *(ii) would you like to use with video-conferencing?*

blackboard/whiteboard	☐	blackboard/whiteboard	☐
flipchart	☐	flipchart	☐
OHP	☐	OHP	☐
slides	☐	slides	☐
video	☐	video	☐
computer presentation	☐	computer presentation	☐
other	☐	other	☐

Do you use a computer for the preparation of your lecture?   Yes ☐   No ☐

If yes, please comment

_____
_____

C   *This section will provide us with information on your perception of VC.*

What do you perceive as being the benefits of video-conferencing?

_____
_____

What do you perceive as being the difficulties with video-conferencing?

_____
_____

Please add any further comments that you would like us to consider when planning your VC training.

_____
_____

Appendix 2

Summary Results of Training Needs Analysis

The following is a summary of the results of the training needs analysis which was used to inform the design of the course.

A C&IT Experience

	never	occasionally	sometimes	often	very often
computer		17%	6%	50%	28%
e-mail	56%	17%		11%	
web	61%	17%	6%		
video conf.	89%				

Reasons for using the technology

Computer		Teaching : Lecture preparation and presentation.	50%
		Administration: Related to teaching eg administration of programme. General eg memos and general correspondence, spreadsheets	94%
Email		Communication with colleagues or students	13%
Web		As a resource accessing information, researching topics	13%

B2 – Methods and Media currently use and would like to use with VC

Methods

	do use		**would like to use**
lectures	72%	lectures	12%
tutorials	72%	tutorials	28%
group discussion	72%	group discussion	28%
practicals	56%	practicals	11%
case studies	33%	case studies	11%
others	11%	others	0%

Media

	do use		**would like to use**
blackboard/white board	72%	blackboard/white board	22%
flipchart	72%	flipchart	17%
OHP	72%	OHP	56%
slides	33%	slides	22%
video	72%	video	28%
computer presentation	6%	computer presentation	56%
others	0%	others	6%

Use of the computer for preparation of lecture

YES   61%

NO   6%

unanswered   33%

69% of the respondents indicated that they use computers for the preparation of lecture. The types of usage included preparation of acetates, handouts, lecture notes and MS PowerPoint slides.

One participant commented that the use of the computer for preparation and administration is a poor use of expensive and versatile equipment. They felt that it would be much better to have a computer link for the use of e-mail and the WWW.

C - Perception of VC

The benefits of VC outlined by the respondents can be categorised as follows:

Lectures, demonstrations and meetings can be held where participants may be separated by large distances. This would be more efficient; less travel and duplication of work and more cost effective

Increased access for students to programmes without having to travel

Wider audience over a greater geographical location

More effective use of specialist knowledge and skills

The difficulties of VC outlined by the respondents can be categorised as follows:

Teachers/lecturers need to be trained eg in presentation techniques suitable for video conferencing

Technology can breakdown

Students have to learn to adaptation to receiving lectures etc this way

Restricts teaching: debate and discussion may be restricted; unable to move around when talking

Less personal eg lack of face to face interaction, difficulty in establishing a rapport/learning relationship with remote groups of students.

The respondents identified very little for us to consider other than they required plenty of notice of the training schedule. Some of the respondents commented that they felt there was a need for this type of training.

Appendix 3

Summative Evaluation Questionnaire

The purpose of this questionnaire is to assist us in evaluating this training course. Your comments will make a valuable contribution to our evaluation and subsequent revision of the course, so please complete it as frankly as possible. The questionnaire will take approximately 10 minutes to complete.

Your name: …………………………………………………. *(You may leave this blank if you wish)*

	Strongly Disagree	Disagree	Uncom-mitted	Agree	Strongly Agree
Content *(Please tick the appropriate selection for each item)*					
1. The content was relevant to my training needs.	☐	☐	☐	☐	☐
2. The purpose and objectives of each session were clear.	☐	☐	☐	☐	☐
3. I now have a better understanding of VC terminology.	☐	☐	☐	☐	☐

4. Are there any issues or topics which you feel should have been covered? Please comment.

_____

_____

	Strongly Disagree	Disagree	Uncom-mitted	Agree	Strongly Agree
Methods used on the course *(Please tick the appropriate selection for each item)*					
5. There was a good balance between types of teaching (presentation, video, group discussion, hands on).	☐	☐	☐	☐	☐
6. The material was presented clearly and in a logical sequence.	☐	☐	☐	☐	☐
7. Appropriate use was made of visual aids, materials and handouts.	☐	☐	☐	☐	☐
Resources *(Please tick the appropriate selection for each item)*	Strongly Disagree	Disagree	Uncom-mitted	Agree	Strongly Agree
8. The facilities (rooms, coffee) were adequate.	☐	☐	☐	☐	☐
9. The handouts/support material provided were useful.	☐	☐	☐	☐	☐
During the course, the facilitators *(Please tick the appropriate selection for each item)*	Strongly Disagree	Disagree	Uncom-mitted	Agree	Strongly Agree
10. were enthusiastic.	☐	☐	☐	☐	☐
11. showed interest in our progression.	☐	☐	☐	☐	☐
12. were professional in their manner.	☐	☐	☐	☐	☐
13. responded positively to our enquiries.	☐	☐	☐	☐	☐

14. were well prepared.   ☐   ☐   ☐   ☐   ☐

General Comments

15. Which session(s) or part of session(s) were the most useful? Please give reasons.

_____
_____

16. Which session(s) or part of session(s) were least beneficial? Please explain why.

_____
_____

17. Have you identified any further training as a result of this course? Please comment.

staff development courses   _____

general IT   _____

further VC training   _____

18. Would you recommend this course to your colleagues? If so, why? If not, why not?

_____
_____

19. Please include any further comments that may assist us in revising the course.

_____
_____
_____
_____
_____

Thank you for your co-operation

Appendix 4

Summary Results of Summative Evaluation

This is a summary of the results received to date on the course summative evaluation.

	Agree	*Strongly* Agree
Content		
1. The content was relevant to my training needs.		100%
2. The purpose and objectives of each session were clear.	17%	83%
3. I now have a better understanding of VC terminology.	17%	83%

4. Are there any issues or topics which you feel should have been covered? Please comment.

No comments provided

	Agree	*Strongly Agree*
Methods used on the course		
5. There was a good balance between types of teaching (presentation, video, group discussion, hands on).	33%	67%
6. The material was presented clearly and in a logical sequence.	17%	83%
7. Appropriate use was made of visual aids, materials and handouts.	17%	83%

Resources	*Agree*	*Strongly Agree*
8. The facilities (rooms, coffee) were adequate.		100%
9. The handouts/support material provided were useful.		100%

During the course, the facilitators	*Agree*	*Strongly* Agree
10. were enthusiastic.		100%
11. showed interest in our progression.		100%
12. were professional in their manner.		100%
13. responded positively to our enquiries.		100%
14. were well prepared.		100%

General Comments

15. Which session(s) or part of session(s) were the most useful? Please give reasons.

Practice sessions - need more time using the equipment

All sessions valuable, especially practical ones

Practical application, personnel experience of presenting

All were useful, more practical sessions were needed. Last session most beneficial

The last session - very useful to get hands on

5 min presentation - gave indication of my own ability

16. Which session(s) or part of session(s) were least beneficial? Please explain why.

All sessions were beneficial - some time wasted in the first few sessions that could have been used for practising with the equipment. Add some of these sessions together and leave more practice time with equipment in later sessions.

All sessions were helpful

All sessions beneficial

17. Have you identified any further training as a result of this course? Please comment.

staff development courses   none

general IT

powerpoint X2

further VC training

more practice

further VC training between Altnagalvin and Belfast

This would be very useful, perhaps as we get used to the basics to try out more imaginative approaches

further vc training

18. Would you recommend this course to your colleagues? If so, why? If not, why not?

Yes - gives you knowledge re. the basic skills needed to use the equipment and presentation etc.

Yes

Yes good for confidence building in IT

Most definitely as it is going to be utilised

Yes

Yes a must if VC is to be used in Nurse education

Please include any further comments that may assist us in revising the course.

Enjoyed the course many thanks

Overall valuable

Very valuable and enjoyable learning opportunity

More practical sessions, otherwise a very worthwhile course

Thanks to all three tutors. Really appreciated the discussions especially. Perhaps hands on earlier with short presentations as we are all teachers just getting used to the equipment is most beneficial.

Excellent course - would highly recommend it to all my colleagues - Many thanks

Appendix 5

Checklist for Video Conferencing Presentation

Staff Development Course in Video Conferencing

Presentation Checklist

Verbal presentation

Speaks clearly slowly and continuous   _____

tendency to mumble   _____

uses 'um' and 'er' _____

too far from microphone   _____

periodically moves away from microphone   _____

change in intonation of voice _____

Shows interest in all participants

Appropriate use of non-verbal communication

Demonstrates interest and enthusiasm   _____

Looks at audience ie makes eye contact _____

Movement is fluid and non-distracting _____

Maintains appropriate on-camera positioning   _____

Inappropriate/distracting behaviour

Fiddles with keys, pens money, earrings   _____

Preparation

Materials (lecture notes and audio visual) organised and ready to present   _____

Prior thought to equipment needed   _____