



ITF /ACS

2<sup>nd</sup> year

Academic year 2023-2024

# **My training session**

## **Reflective report**



Alfiya Abdimutalipova

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## **INTRODUCTION**

This comprehensive report provides an in-depth analysis of a training session conducted on 28.03.2024 focused on digital exam summaries. The training session aimed to equip participants with the necessary skills and knowledge to effectively prepare for open book exams using digital summary tools. This document serves to offer a clear overview of the training session, including preparatory measures, session delivery, participant feedback, and assessment. Through detailed examination and analysis, this report aims to provide valuable insights into the effectiveness of the training session and its impact on participants' learning experiences. Additionally, annexes containing trainee feedback forms, assessment forms by organization representatives, and photos of the training session are provided to offer further context and evidence of the training session's outcomes.

# 1. Basic concept of the training session

Start by providing introductory information so that everything is clear, even to outsiders.

## **The students who provided the training**

- Alfiya Abdimutalipova
- Nariste Abdykadyrova

## **Location and time of training**

- date: 28.03.2024
- from 8:30 hours to 9:00 hours and from 12:30 hours to 13:00 hours
- location: Z-Korea and N-Korea, BEMT

## **Subject of the training**

Digital Exam Summaries

## **Concrete objectives**

- Identify key points and relationships in course materials.
- Utilize IT tools such as mind-mapping software or note-taking apps to create structured summaries. For example, "Affine", "Obsidian", "AIBus".
- Collaborate effectively with peers to construct comprehensive summaries.
- Utilize AI tools for enhanced summarization. For example, "SciSpace", "ExplainPaper".
- Apply summarization techniques to prepare for open-book exams, improving time management and performance.

## **The trainees**

- profile: Students
- number of trainees who will take the training: 1ITF05 (around 25-30) and 1ITF06 (around 25-30)

## **Expected prior knowledge/experience of the trainees**

- Have a basic understanding of the subject matter covered in their courses, particularly the topics they intend to summarize. This includes familiarity with key concepts, terminology, and principles relevant to their field of study (e.g., programming concepts for IT students).
- Participants should demonstrate a proactive interest in learning and applying effective summarization techniques. A willingness to engage in hands-on activities, collaborate with peers, and actively participate in discussions is crucial.

## **Overview of the activities that were dealt with successively during the training.**

### **Introduction and Overview**

- We welcomed the trainees to the session and provided an overview of the training objectives and agenda.

### **Discussion on the Importance of Exam Summaries**

- We discussed the significance of exam summaries, emphasizing their role in enhancing understanding and improving exam performance.
- Alfiya demonstrated various study tips using examples relevant to IT coursework.

**Summarization Exercise**

- Nariste demonstrated how to work with each kind of tool summarization tool.
- Trainees worked individually to create a summary for a provided piece of course material.
- We provided guidance as trainees navigated the tools and troubleshoot any issues.
- Trainees applied the summarization techniques demonstrated by the trainer, such as AI-powered summarization tools.

**Final Reflection and Wrap-Up**

- We summarized the main points covered in the training and provided resources for further learning and practice.

**Infrastructure and equipment needed to provide the training**

- Projector/screen

## **2. The preparation**

Our course materials were carefully prepared to provide participants with clear explanations, relevant examples, and practical activities. The information was written in plain English, making it accessible to all participants, regardless of background or level of competence. By emphasising clarity and simplicity in our content, we hoped to ensure that participants could quickly absorb and recall the information provided.

The training session began with well stated objectives that outlined what participants were expected to learn and do by the end of the session. These objectives provided a clear framework for the training's content and activities, giving them a sense of direction and purpose.

The training session was well-structured and organised, with students guided through the subject in a logical and clear manner. Each portion of the course flowed easily into the next, keeping the speed appropriate for optimal learning without seeming rushed or overwhelmed.

Participants had a chance to practise and implement what they had learned during the training session. Hands-on exercise enabled them to actively connect with the subject and get a deeper knowledge through practical applications.

Rather to just having them to memorise or copy material, efforts were made to make sure they really understood the principles being taught. Throughout the event practical exercise helped to deepen understanding and promote a sense of active engagement.

To summarise, everything that was initially done had a major effect on the success of the training session. From thoroughly crafting specific course material to attentively arranging the event, every detail was designed to ensure participants' preparation and involvement. We believe that the skills and knowledge obtained throughout the training will have a long-term impact on participants' professional development. Going forward, we're still dedicated to providing top-notch training opportunities that enable people to meet their learning objectives.

### **3. The actual training session**

The training session went well overall, hitting our objectives and effectively engaging participants. We took great effort to prepare completely, ensuring that all resources were available and suited to the participants' unique needs.

During the session, we encountered a challenge with a more introverted group in the second session. While we didn't have specific strategies in place to address this, we observed lower participation levels. However, despite this challenge, we continued with the session as planned, maintaining a supportive and inclusive environment for all participants.

Fortunately, we didn't face any major unexpected problems during the session. Any questions that arose were addressed with clarity and expertise, ensuring that participants remained engaged and on track with the training objectives.

In conclusion, the training session was successful overall, with positive outcomes and engagement observed from the majority of participants. Although we did not specifically address the challenges faced by the introverted group, we managed to proceed with the session smoothly. Looking ahead, we are committed to exploring additional strategies to better engage all participants in future sessions and ensure that everyone benefits fully from the training experience.

# CONCLUSIONS

## **What have I learned from this assignment?**

From this assignment, I have learned the importance of speaking confidently, clearly, and loudly to ensure effective communication with participants. Additionally, I have gained an understanding of the significance of actively engaging introverted students by directing questions to specific individuals and maintaining constant interaction with the audience.

## **What will I do differently next time?**

In future sessions, I will focus on speaking with increased confidence and clarity while actively engaging introverted students by highlighting their contributions and ensuring their involvement in discussions. I will also make a concerted effort to maintain continuous interaction with the audience by asking questions and circulating around the room during activities.

## **Tips and points of attention for future students**

I would recommend that next students place a high value on being well-prepared, interacting with other participants, and being flexible when handling unforeseen difficulties during training sessions. I also advise them to ask participants for feedback so they can keep refining their style of presentation and teaching methods.

## **Progress with the competency 'train and support end-users'**

This assignment has provided valuable opportunities to develop and demonstrate competency in training and supporting end-users. Moving forward, I will focus on further refining my communication skills, particularly in engaging diverse audiences and addressing individual learning needs.

## **Interest in providing teaching or training in professional career**

Throughout my journey, I have grappled with the challenge of presenting in front of unfamiliar audiences. Despite this ongoing discomfort, the experience gained from this assignment has been transformative. It has deepened my interest in providing teaching or training in my professional career.

While I still find presenting in front of new faces daunting, I have noticed significant improvement in my ability to engage and communicate effectively with participants. This assignment has provided valuable opportunities for growth, enabling me to develop essential skills in facilitating learning and supporting the development of others.

Moving forward, I am committed to continuing to refine my skills and expertise in teaching and training. Despite the lingering discomfort, I recognize the importance of pushing beyond my comfort zone to make meaningful contributions to the learning and development of others. With dedication and perseverance, I am confident that I can continue to improve and thrive in this aspect of my professional career.



# APPENDICES

This following media provides a comprehensive overview of the recently conducted training session on digital exam summaries. The training session was specifically tailored to assist participants in effectively preparing for open book exams using digital summaries.

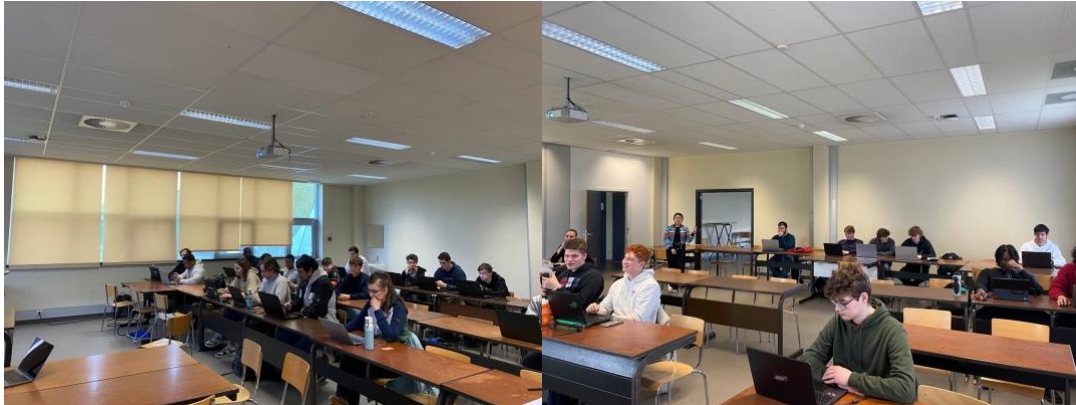
## The feedback from the trainees

What could be improved?
She could speak louder
Maybe talk a bit more clear
The volume of One of the speakers
You can talk a bit louder sometimes
More energy and speak louder
Presentation was pretty good.
The speaking volume
Speak louder and be more active
Speakers were a bit quiet
Sometimes they waited quite long for awnsers
They way the training was presented was rather slow and the speakers weren't really used to speaking in front of a crowd resulting in a rather shy/silent way of speaking
The pace of the presentation may be a little bit slower.
Louder and more intonation
The way the they presented
Speak a littlebit louder
People spoke very quietly and the language barrier sometimes made it difficult to understand the sentences. Exploring the tools could also have been better organized in my opinion.
Speak a little bit louder and ask more questions but don't wait to long for answers
Idk
Talking a bit louder.
Nothing
Enthusiasm
a little more prepared
Maybe a bit slower when going over every different ai tool
More explanation about the tools presented
lets luider praten en iets meer interactie met de luisteraars
Sharing more experience.
They should prepare a hit better
Some more instructions when using the tools. Example file cause most of our courses are cloud based and we don't have a lot of local pdf files.
/
The presentation could be less rushed, more examples could be provided that come from the instructors's experiences.

Subject (What was the training about?)	Was the information offered clear?	Was the training logically structured and organized?	Was the training practically oriented?	Was the material used appropriate for this training?	Was the material well-cared for?	Was the material comprehensive and detailed enough?	What was the quantity of information and material like?	What was the degree of difficulty of the training like?	What was the pace of the training like?	Were the instructors well-prepared?	Was this training useful? Did it turn out to be what you expected? Did you learn anything useful? Explain.	What can you do now that you couldn't do before training?	Have you been able to practise this sufficiently during the training	What did you like about this training?
Summaries	more or less	more or less	more or less	more or less	more or less	more or less	too little	too easy	too slow	sufficient	Het was wat ik had verwacht	/	Yes	/
Summarising	yes	yes	yes	yes	yes	yes	good	good	good	sufficient	Yes it was useful, i can now summarise with ai	I can now summarise with ai	Yes	It was a nice powerpoint
Sumerizing	more or less	yes	yes	yes	more or less	more or less	good	too easy	too fast	sufficient	No	Nothing	Yes	The hosts
Using AI tools to summarize	yes	yes	yes	yes	yes	more or less	too little	good	good	sufficient	I did learn usefull things, but i do think studying my way would work the best for me. ). Other people might find this more useful.	Use tools to plan and make a summary	Yes	It was a good short explanation of what to do when we have to study
data summarisation	yes	yes	yes	yes	yes	yes	good	good	too fast	vey well	Yes. Discovered new tools	Use 3 new tools. Not underestimate exams	Yes I could	We could use the tools during the presentation
Digital exam	yes	more or less	yes	yes	yes	more or less	good	good	good	vey well	I learned about new tools.	Using these afore mentioned tools	Yes	Easy tools are offered and clearly explained
Summarizing and exam tips	yes	yes	yes	yes	yes	yes	good	good	good	vey well	yes, i now know what tools i can use	use Evernote	yes	the tools
About how to summarise for exams	yes	yes	yes	yes	yes	yes	good	good	good	vey well	Yes they carefully prepared it	Properly use au for my summary	Yea	About how to use the ai and the tips they gave us
AI tools for students	yes	yes	more or less	yes	more or less	more or less	good	good	good	sufficient	It was alright, I more tools that I could potentially use for my time as student	Use alternative tools	Yes I have had enough information in order to use these tools, I'd probably be able to use them to their fullest in about 3 days	Straight to the point
Summarising											Yes, learnt to use new AI tools to help you summarise	Use these new api		Getting to know these new ai tools that can help you with summarising texts or

### **Photos of the training session**

1ITF05 and 1ITF06 groups during practical assignment.



**The assessment form filled in by a representative of the organization who requested the training**

2 ITF/ACS - Professional skills 2

Competency Communication: 'You train and support end users.'

### Assessment form for training session

To be filled in by a representative of the organization that requested the training

Names of the students:

- Abdynadyrova Nariste  
- Abdmutalipova Alfiya

Subject of the training:

OPEN BOOK EXAMS  
& SUMMARIES

The content and approach of the training were clearly discussed with the client beforehand.

☒ yes ☐ no

Location: N-KOREA, BEIT

Date: 23/03/2024

Start time: 08:33

End time: 08:00

Did the each of the students involved have roughly ~~more~~ the same share in the training?

NO: MAKY WAS LESS 'PRESENT' THAN ALFIYA.

Rating:

	Excellent	OK	Could be better	Could be much better
- Quality and thoroughness of preparation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Material used (sufficient, appropriate, well-cared for, clear)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Degree of difficulty adapted to the target group?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Amount of course material, pace of the training, timing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Practically oriented? Sufficient opportunity for trainees to practice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Good interaction with the trainees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Training objectives achieved?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- The trainees can manage on their own from now on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- The trainees did not simply copy what was demonstrated to them but have gained insight in what was taught?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Your overall assessment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths, points of attention, points of improvement, tips that these students should take into account next time? (Use the back of this form if necessary).

(+) \*YOU EXPLAINED "WHY" FIRST → WELL DONE!

\* FROM A STUDENT'S PERSPECTIVE

\* GREAT SLIDES!

\* ASKED A LOT OF QUESTIONS → GREAT!

\* ALFIYA WALKED AROUND WHILE THE STUDENTS WERE WORKING → I WOULD DO THIS EVEN MORE

(-) \* SPEAK A LITTLE LOUDER & KEEP THAT UP (ALFIYA)

\* MAKY: STAND UP → THE LAST ROW CANNOT SEE YOU

\* YOU ASKED THEM TO TAKE SCREENSHOTS FOR A DISCUSSION,

BUT THE DISCUSSION DIDN'T HAPPEN

Your name:

Lavien  
Stroobants

Signature:



WELL DONE!

YOU CAN USE THIS FEEDBACK FOR YOUR NEXT TRAINING SESSION.

GOOD LUCK! ☺

2 ITF/ACS - Professional skills 2  
Competency Communication: 'You train and support end users.'

**Assessment form for training session**

To be filled in by a representative of the organization that requested the training

<b>Names of the students:</b> - Alfiya Abdimutalipova - Nariste Abdymadyrova -	<b>Subject of the training:</b> Digital Exam Summaries  <b>The content and approach of the training were clearly discussed with the client beforehand.</b> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
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**Location:** 2-KOREA, BENT  
**Date:** 28/03/2024  
**Start time:** 12:35  
**End time:** 13:05

**Did the each of the students involved have roughly have the same share in the training?**  
 YES! MUCH BETTER!

Rating:	Excellent	OK	Could be better	Could be much better
- Quality and thoroughness of preparation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Material used (sufficient, appropriate, well-cared for, clear)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Degree of difficulty adapted to the target group?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Amount of course material, pace of the training, timing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Practically oriented? Sufficient opportunity for trainees to practice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Good interaction with the trainees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Training objectives achieved?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- The trainees can manage on their own from now on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- The trainees did not simply copy what was demonstrated to them but have gained insight in what was taught?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Your overall assessment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Strengths, points of attention, points of improvement, tips that these students should take into account next time?** (Use the back of this form if necessary).

⊕ You USED MY FEEDBACK FROM LAST TIME! ☺  
 \* GREAT SLIDES! CAN I POST THEM IN THE CANVAS COURSE?  
 \* YOU LEARNED FROM THE INTERACTIONS WITH THE PREVIOUS CLASS GROUP.

⊖ \* KEEP SPEAKING LOUDLY & CLEARLY  
 \* THIS CLASS GROUP IS MORE INTROVERTED.  
 IF YOU ASK A QUESTION, YOU CAN POINT AT A SPECIFIC STUDENT.

**Your name:** Laurien Stroobants      **Signature:** 