



## **POST TRAINING EVALUATION REPORT**

INTERNSHIP MANAGEMENT TRAINING FOR PROJECT „OTMET“  
PARTICIPANTS; 23<sup>rd</sup> – 27<sup>th</sup> of October, 2015

February 2016

## **SUMMARY**

### **Purpose**

The aim of the report is to overview the results of survey which provides a feedback gained after the internship training organized for academicians and companies' representatives. There were 28 participants from X countries: Italy, Turkey, Portugal, Lithuania, Greece, and Estonia. All participants filled out the questionnaire and expressed a comprehensive and representative opinion. The training was intended to academicians and representatives of enterprises. The main aim of the training programme was to increase their professionalism in effective on-job training activities and to encourage interaction between academicians, students and enterprises.

### **Objectives**

Objectives of the report are as follows:

1. To overview and compare opinion and insights of the participants regarding the training.
2. To find out what positive feedback participants provide.
3. To find out what aspects of the training could be improved.

### **Methodology**

Post training evaluation report provides analysis to each question separately. After that key findings are presented. The questionnaire It is broken into two types of questions. The type of the first 12 questions is close-ended leading question. 4 following questions have an open format. Defined structure, first of all, lets to get a concrete opinion from the audience in limited words. Open ended questions are included at the end of the questionnaire and allow for much longer responses and therefore potentially more creativity, feedback and/or suggestions for improvements.

### **Main findings**

All participants expressed their opinion regarding the training. The first part of the questionnaire provides the positive feedback mostly and says that participants were happy about the entire training overall. There 2 negative responses only in 12 questions. In the second part of the survey respondents let their selves to be a little bit more critical and say that the objectives of the training could be defined better, there could be more practical activities, more ways on how to solve problems presented. Yet most of the participants say that they gained very much useful experience, insights which they will use in their future activities. They have changed their perception about the interns, the procedures, importance of the preparation for the internship.

### **Key recommendations**

The main recommendations to improve the training are to identify the objectives better, to keep the tempo during the training, to provide more practical instruments.

## **INTRODUCTION**

### **Background**

The training was organized on a basis of „On-Job Training Models in Europe and Training of Trainers“(OTMET) project which is an international project with a main goal to ease the transition of students from higher education (HE) institutions to working life.

OTMET project is based on three pillars: First one is developing a work based learning (WBL) model for higher education institutions and adapting relevant lectures appropriate to on-job training activities, second one is developing a 'training of facilitator' programme to increase efficiency of on-job training activities and the third one is developing an e-platform to use as training mediator and develop materials for e-platform.

As a main result of OTMET project it is expected to create awareness on all participants and relevant stakeholders about the importance of collaboration between university and industry to increase the skills and employability of HE students.

OTMET project partnership consists of 10 partners from six countries: Turkey (5 partners), Portugal, Lithuania, Italy, Greece and Estonia (all 1 partner).

OTMET project is conducted under Erasmus+, EU programme for education, training, youth and sport.

### **Description of training**

The training was intended to academicians and representatives of enterprises. The main aim of the training programme was to increase their professionalism in effective on-job training activities and to encourage interaction between academicians, students and enterprises.

Training lasted for 5 days and was located in Italy and has been diversified in several cities depending on planned activities:

Day 1: location – Polo Tecnologico Novacchio. All participants were welcomed and introduced to the OTMET project briefly. The overall training programme presentation was followed by ice-breaking activities. After this representative of each partnership country presented their national internship programmes: Turkish, Lithuanian, Portuguese, Estonian and Italian. The last activity was the visit to innovative companies at Polo Tecnologico.

Day 2: location – Florence, Pisa. All day was dedicated to study visits at companies which practice internship programmes. There were two study visits organized. The first one took place in Florence. After this, all participants were transferred to Pisa where the visit Pisa Chamber of Commerce took place.

Day 3: location – Polo Tecnologico Novacchio. Participants were introduced to the project ENDURE and encouraged to participate in ENDURE project workshops which lasted for a half of all workday. The ENDURE project aims to design and execute a new framework based on frontal teaching and problem-oriented learning. The alliance will develop tools and methodologies for start-ups to make right decisions in highly dynamic markets and uncertain conditions. The second part of the day was dedicated to the in-class speech on the internships.

Day 4: location – Pisa. First of all, participants gathered at the Pisa University where internship office visit took place. The rest of the day was dedicated to the first two key topics of the OTMET project: preparation for the internship and mentoring. During the workshop all participants were broken into three groups. Each group had a specific role assigned. Roles represented three dimensions of an effective internship program: students, academicians, companies' representatives. Each topic was covered by practical tasks and discussions. Both were moderated by different persons. The day was closed with a practical task which aim was to create a Competence-based Curriculum Development Canvas.

Day 5: location – Polo Tecnologico Novacchio. The last day of the training was dedicated to the third key topic the OTMET project: communication and was called "Effective and Healthy Communication between Internship Partners". The same as during the 4<sup>th</sup> day, all participants were broken into three groups. Each group had a specific role assigned. Roles represented three dimensions of an effective internship program: students, academicians, companies' representatives. The topic was covered by practical tasks and discussions and led by a professional moderator. At the end of the day all participants were asked to fill out a questionnaire and express their opinion about the training. After this, certificates were distributed.

### **Training Objectives**

Objectives of the training are as follows:

4. To overview and compare practices of different internship programmes in Turkey, Portugal, Lithuania, Italy, Greece and Estonia.
5. To visit companies which apply internship practice in their daily to day business in order to collect knowledge of a real life experience.
6. To get acquainted with the innovative way of how to implement the internship (project ENDURE case).
7. To get skills for internships implementation using practical simulations which focus on preparation for internship, mentoring and effective communication.

### **Methodology and scope of the evaluation report**

At the end of the training all participants were asked to fill out the questionnaire. The questionnaire was distributed among participants straight after training activities in a paper form. It is broken into two types of questions. The type of the first 12 questions is close-ended leading question where respondents have five options to choose from for an answer: strongly agree, agree, neutral, disagree, and strongly disagree. 4 following questions have an open format. Defined structure, first of all, lets to get a concrete opinion from the audience in limited words. Open ended questions are included at the end of the questionnaire and allow for much longer responses and therefore potentially more creativity, feedback and/or suggestions for improvements. A copy of this form is provided as Attachment No 1 to this report.

Post training evaluation report provides analysis to each question separately. After that key findings are presented.

### **Participants of the training**

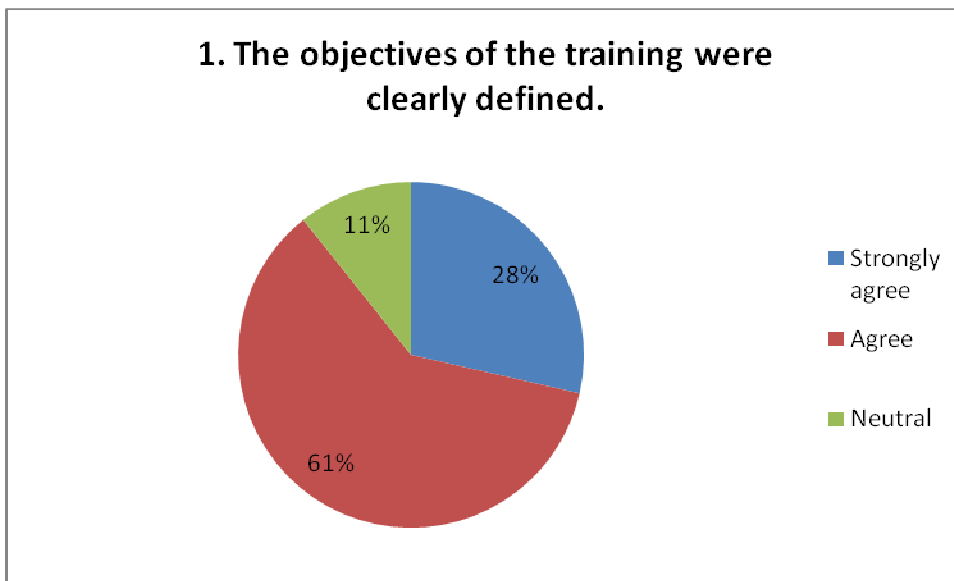
- Number of participants – 28.
- Job roles/departments – the training was intended to academicians and representatives of enterprises.
- Educational background – bachelor or masters' degree.
- Gender – male, female.

## FEEDBACK PROVIDED BY PARTICIPANTS

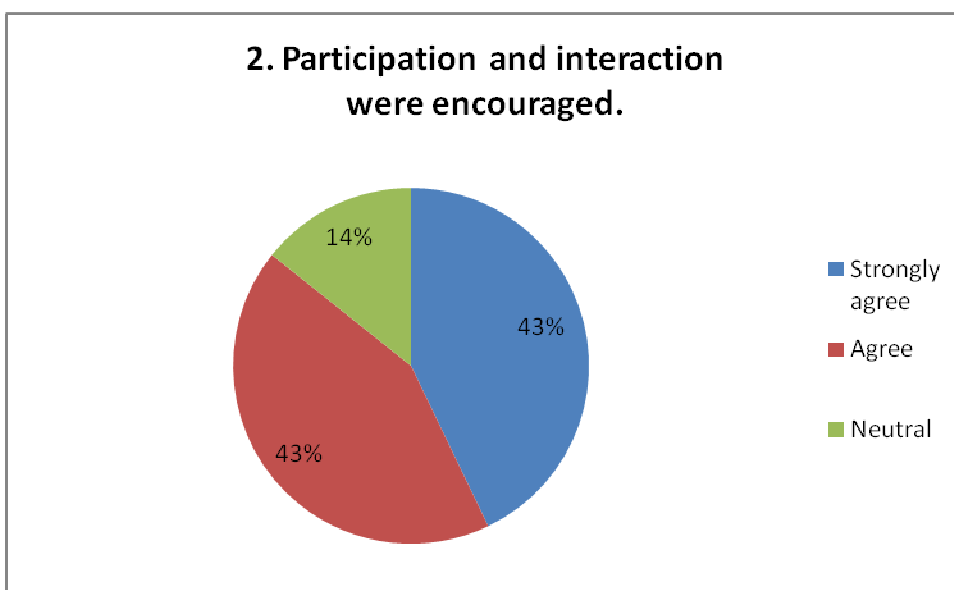
Feedback was provided via workshop evaluation form completed by participants. All 28 attendees completed these forms.

### Close-ended leading questions:

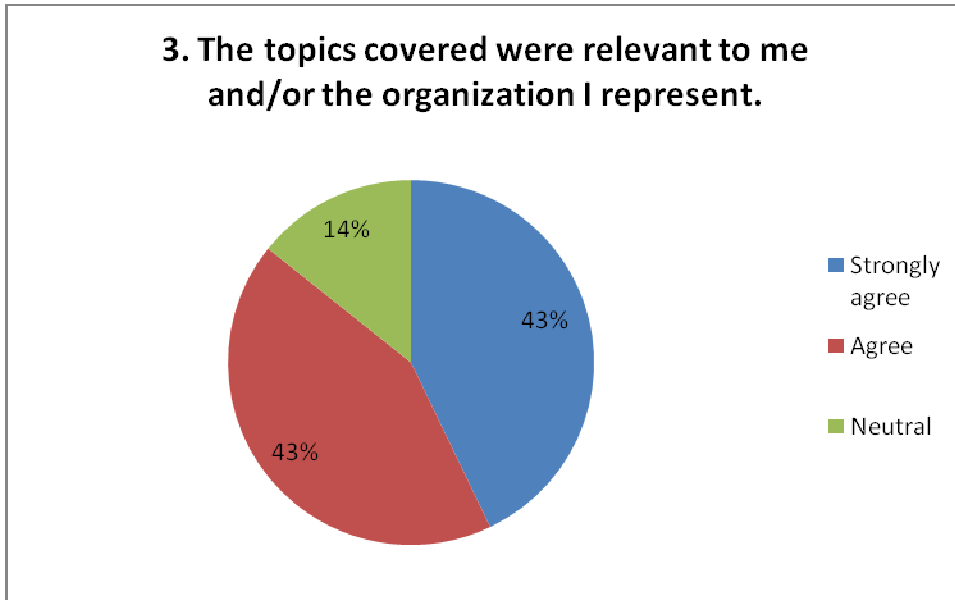
**Feedback No 1.** Here the participants were asked whether the objectives of the training were clear enough defined before the training. 79% agree with the statement, 28% agree strongly. 11% (3 persons) of respondents have a neutral opinion. Survey doesn't show any negative responses regarding the objectives of the training.



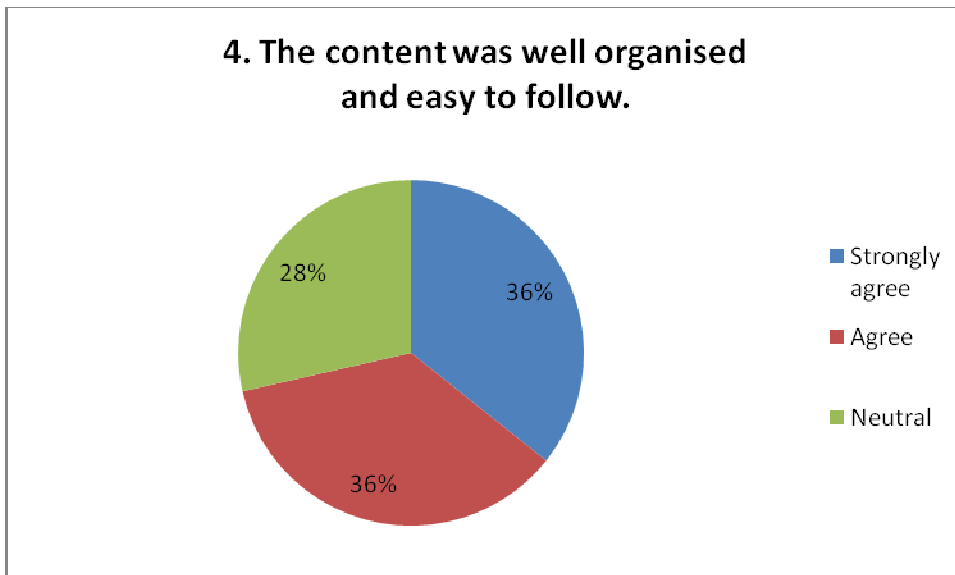
**Feedback No 2.** Here participants were asked if they all were engaged to be active, communicate to each other during the training. There were no any negative responses provided. The same amount of participants agrees and strongly agrees with a statement (43%). 14% (4 persons) of all respondents have a neutral opinion.



**Feedback No 3.** Here participants were asked to express their opinion on the training content relevance to their day to day business. Again the same amount of participants agrees and strongly agrees with a statement (43%). 14% (4 persons) of all respondents have a neutral opinion. There were no any responses showing disagreement.

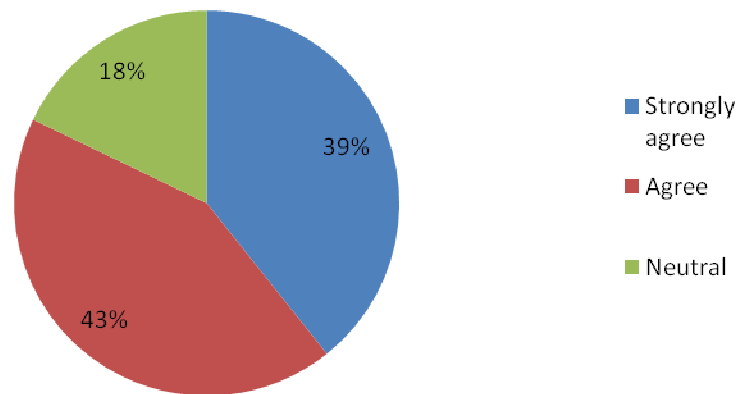


**Feedback No 4.** Here respondents were asked whether the content of the training was logical and well structured. There were no any negative responses, but amount of those who have a neutral opinion is higher then in previous questions (28% – 7 persons). The same amount of participants agrees and strongly agrees with a statement (36%)



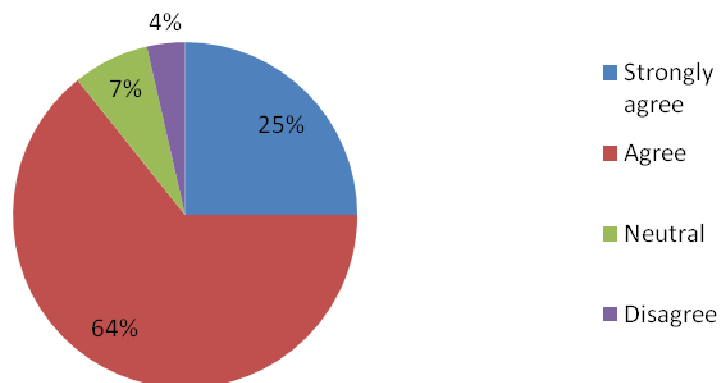
**Feedback No 5.** Here participants were asked if the supporting material distributed was helpful enough. 39% of the respondents strongly agree with the statement what means that the material was very helpful. 43% of all participants agree with the statement and 18% (5 persons) have a neutral opinion.

### 5. The materials distributed were helpful.



**Feedback No 6.** Here participants were asked if the experience gained during the meeting will be useful straight off the meeting. Most of the respondents will use the material in a short-term (89%), 25% strongly agree that they will use it. 7% (2 persons) have no any opinion. Here we can find a first negative answer in a survey: 1 person disagrees that he will be able to use this material in a short-term period. But the same person in the question No 3 agrees that the topics covered were relevant to me and/or organization he represents what means that he does not criticize the learning material, training. We can suppose that his position, e.g. at work, is not related to internship matters directly.

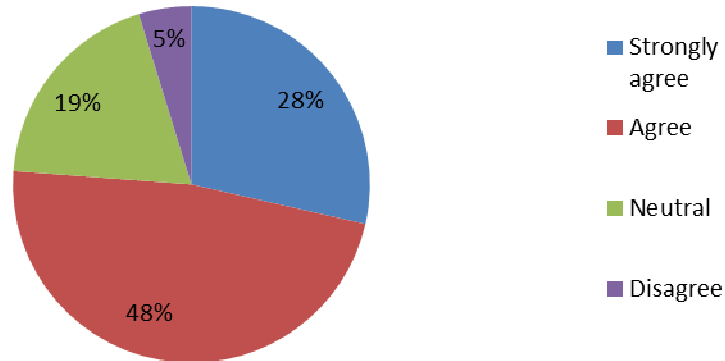
### 6. This training experience will be useful for me in the short-term.



**Feedback No 7.** Here participants were asked whether they are able to use the knowledge gained during the training in their personal/business life after the meeting. This statement has a note "if applicable". As a result, 7 participants did not answer this question; however we have opinions gained from 21 respondents. 48% of participants agree and 28% strongly agree that they will use the knowledge. 19% have a neutral position (it is 12% or 2 respondents more comparing to a previous question). The same person as in the statement No. 6 has a negative opinion. She or he thinks that will not be able to implement gained knowledge in a daily work.

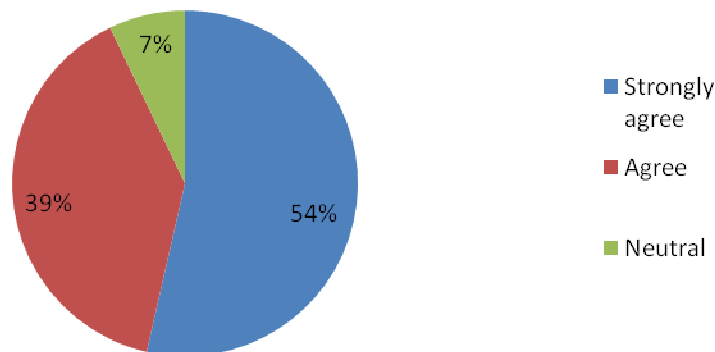


**7. I'll be able to implement gained knowledge within my daily work (if applicable).**



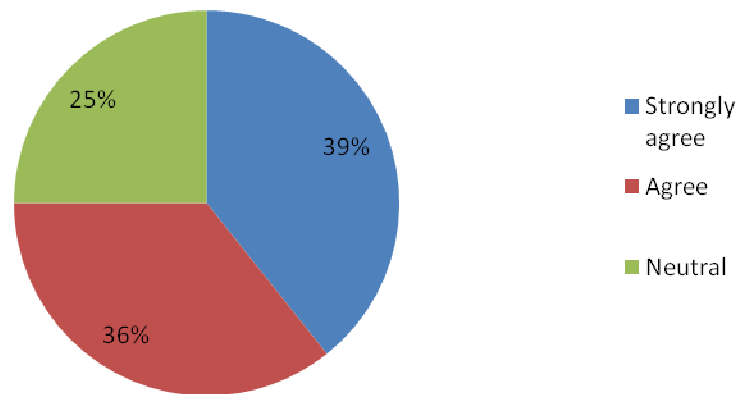
**Feedback No 8.** Here participants were asked whether the trainers were qualified enough and acquainted with a learning material. There no any negative feedback founded among the answers to this statement. 7% (2 persons) have a neutral position. 93% in total (constitution of 39% who agree and 54% who agree strongly) agree that trainers were knowledgeable about the topics concerned.

**8. The trainers were knowledgeable about the topics concerned.**



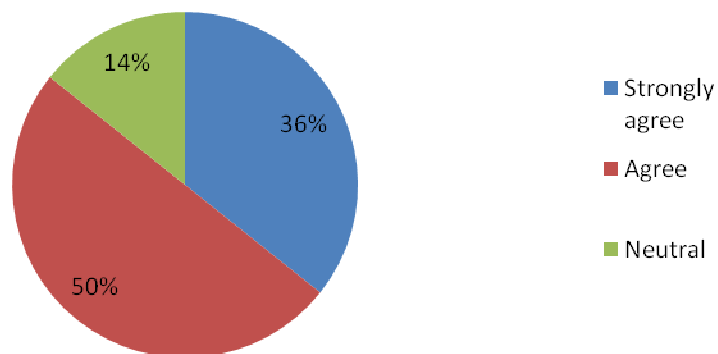
**Feedback No 9.** Here participants were asked if the training objectives defined before the training started were fully met. 39% strongly agree that objectives were met, 36% of participants are more reserved and “agree”. But 25% have a neutral opinion, what leads to uncertainty if 7 participants were aware of those objectives in the first place. 3 of those who have a neutral opinion had the same opinion regarding the first question (“The objectives of the training were clearly defined”).

### 9. The training objectives were met.



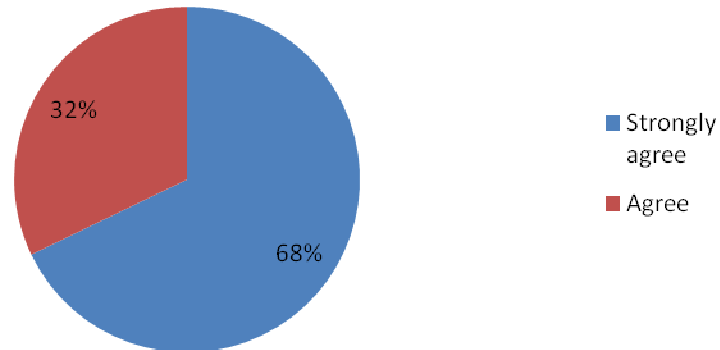
**Feedback No 10.** Here participants were asked if there were enough time allocated for each task, workshop, etc. 14% (2 persons) do not have an expressed clear opinion while half of the 50% agree with a statement and 36% strongly agree.

### 10. The time allocated for the training was sufficient.



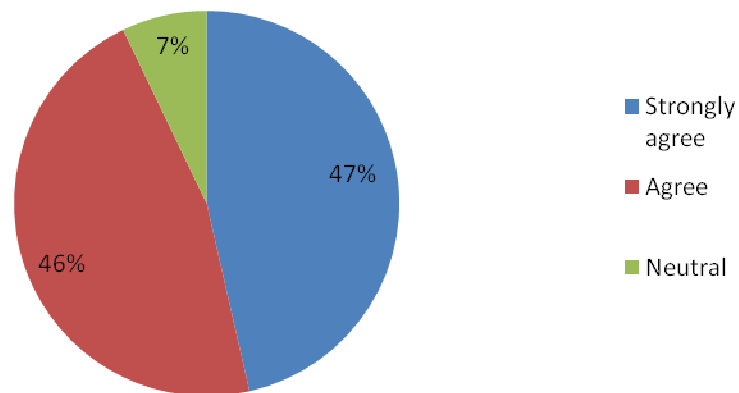
**Feedback No 11.** Here participants were asked whether all their needs regarding the meeting room and facilities were met and the room was suitable for training activities. All the respondents provided a positive feedback, there are no any disappointments recorded. Nevertheless, 68% strongly agree with a statement and 32% have more reserved opinion ("agree") that the meeting room and facilities were adequate and comfortable.

**11. The meeting room and facilities were adequate and comfortable.**



**Feedback No 12.** Here participants were asked whether the study visits were helpful and interesting. There were no any negative responses presented. 7% (2 persons) have a neutral opinion. The rest of the participants have a positive position: 47% of participants strongly agree, 46% agree to the statement.

**12. The study visits were helpful and interesting.**



**Open-ended questions.**

**Feedback No 13.** Here participants were asked to speak their mind and tell what they did like most about the training. Most of the respondents stated that they liked practical activities: workshops, visits to companies, other practical sessions. Several of them said that interactive nature of training made it more fun and entertaining. Participants mentioned that they were happy about the interaction between participants during the ice-breaking activities, especially. According to responses, smooth communication enabled to share ideas, present fresh ideas, negotiate effectively. Many of the participants liked activities presented during the first day. It is presentation of internship programs what led to an opportunity to compare good and bad experience between partners, to discuss programs implemented in different

countries, to collect some new ideas, to find better solutions on how to involve effectively different parties to the internship process. Participants mentioned multicultural, different experience, approach as positive aspects of the training. Possibility to meet new people, expand a network, discuss future collaboration was also listed among the things which participants liked most about the training.

**Feedback No 14.** Here participants were asked to list the aspects which could be improved in the training. 2 persons did not provide any response. 1 said that he is neutral regarding this question; another one stated that training was successful, because it was much focused. Despite the fact that in the previous question a great part of the participants stated that they liked workshops and practical activities most, responses to this question shows that there could be more practical work, more effort dedicated to organize practical activities and more time given to perform such activities. Moreover, participants said that they felt lack of case studies, information about how to apply gained information practically. There is an opinion which states that more real life situations and success stories of internship application in different work environments could be presented during analysis of case studies. One of the participants states that not all study visits were interesting and the content of the meeting with local authorities could be more precise. More than one participant notices that there were clearly identified problems of internships during the training, but there were too less attention paid to the solutions for such problems. One respondent says that there could be involved more guests (companies representatives, students, academicians) to the training. During the analysis of the first part of the questionnaire (closed-ended questions) we have found out that participants evaluated positively the definition of objectives before the training and overall training organization. In this part of the questionnaire we find some statements which say that objectives could be defined better; overall content sequence, activities could be scheduled in a different order; more clear conclusions, next steps could be elaborated after the training. One participant felt a lack of communication between participants before the training.

**Feedback no 15.** Here participants were asked to express their opinion about how they do expect to change their perceptions about internships as a result of this training. 3 participants don't feel any significant change in their perception; all the rest expressed their positive insights. Participants stated that when organizing the internship, they are going to pay much more attention to this matter, to plan all the activities, take into account all internship parties, and develop curriculum. One of the participant said that now he/she sees internship with another perspective and has more realistic and conscious perception. Some of the respondents stated that they are much more interested to the internship phenomenon. Also participants learnt that much more attention should be paid to the intern, that they will change selection process of the interns in the positive manner; academicians will motivate their students to do the internship, because it has a direct impact to their career. One participant stated that from now on he/she will respect interns' learning process much more, will communicate with them, because training helped to understand the difficulties which interns are going through. Another one important remark is that participants are going to use more documentation (agreements, time-tables, etc.). Respondents stated that they found out that there are many things to change or improve, lots of problems to solve what concerns internship activities. Overall participants said that they expect to apply new ideas their in company's, university's everyday work, found many useful ideas which will use in the future and will share experience gained during the training with colleagues.

**Feedback No 16.** Here participants were asked to share some other comments or expand on previous responses. 18 participants had something to add to the last question of the survey. Most of them expressed their gratitude for the fruitful week; they said that it was very productive, useful, focused, efficient and

successful. International aspect of the training was mentioned as a very positive, because people from different countries can provide much more insights. One of the participants wrote that the training covered a lot of aspects regarding internship: information about university programs, national programs, educational structures in various countries, mentoring, tour in other companies of Polo Tecnológico, etc.; it gave a perfect overview, but at the same time it got quite wide and long, losing its main goals and sometimes I felt like losing his/her focus. Another one useful comment which benefits to the project overall states that goals of OTMET are aligned with the action, lines/priorities of Commission strategy for training and lifelong learning. Two participants expressed the idea that it could be useful to know all the participants before the training; they wrote that some mentors does not cooperate with other as well as it should be and considered that maybe it was because of cultural differences.

### **Key findings**

All participants expressed their opinion regarding the training:

1. The first part of the questionnaire provides the positive feedback mostly and says that participants where happy about the entire training overall. There 2 negative responses only in 12 questions.
2. In the second part of the survey respondents let their selves to be a little bit more critical and say that the objectives of the training could be defined better, there could be more practical activities, more ways on how to solve problems presented. Yet most of the participants say that they gained very much useful experience, insights which they will use in their future activities. They have changed their perception about the interns, the procedures, importance of the preparation for the internship.

## TRAINING EVALUATION FORM

Navacchio [November 23-27, 2015]

**Title of the training:** \_\_\_\_\_

**Instructions:** Please indicate your level of agreement with the statements listed below in #1-11.

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The topics covered were relevant to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was well organised and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful for me in the short-term.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainers were knowledgeable about the topics concerned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The training objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The time allocated for the training was sufficient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The meeting room and facilities were adequate and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. The study visits were helpful and interesting.                   

12. What did you like most about this training?

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13. What aspects of the training could be improved?

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14. How do you expect to change your perceptions about internships as a result of this training?

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15. Please share other comments or expand on previous responses here:

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**Thank you very much for your feedback!**