

Staff Development Survey

Spring 2006

The University Staff Development Program coordinates a variety of training opportunities for staff on campus, and provides funding for on- and off-campus workshops. To better serve you, the Staff Development Committee would like to know what types of workshops would best meet your training needs. Please take the few minutes to complete this Web survey. Your input is important and will help determine future Staff Development workshops. Thank you!

Staff Development Workshops

1. How many Staff Development workshops have you attended in the past 12 months?

Please select one

2. If you have attended Staff Development workshop(s), how useful, in general, did you find the information and skills presented?

Please select one

3. If you have not attended Staff Development workshop(s), why not? (Check all that apply)

Wrong time of the year	<input type="checkbox"/>
Lack of office coverage	<input type="checkbox"/>
Supervisor did not approve	<input type="checkbox"/>
Workload too high/too busy	<input type="checkbox"/>
Do not need training	<input type="checkbox"/>
Workshop(s) not applicable	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please indicate which Staff Development workshops you would attend.

4. Computer Related	Would not attend	Might attend	Would attend
Outlook Calendaring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dreamweaver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PowerPoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FileMakerPro	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visio (diagramming software)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computing Security Basics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Publisher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Macintosh OSX	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entourage for Macintosh	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Podcasting and BLOG Basics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using the University Web Template	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. CMS Modules	Would not attend	Might attend	Would attend
Human Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase Order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scheduling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Sponsored Projects	Would not attend	Might attend	Would attend
CDD.net	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contracts/grants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Other Workshops	Would not attend	Might attend	Would attend
Telephone and E-Mail Etiquette (new employees)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dealing with Difficult People	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Diversity Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delegating Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Giving Unwelcome News	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to be an Indispensable Assistant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Enhancement & Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management Assessment & Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating an Effective Climate of Service to Students and the Community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team Building/Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stress Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CPR & First Aid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nutrition & Weight Control Issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spanish or Other Language Classes (with release time)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparing for Upward Mobility & Promotion Across Campus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage & Permit Cross-Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please list additional training workshops you would like to see offered.


Off-Campus Training Workshops

8. How many off-campus training workshops did you attend in the past 12 months?

Please select one

If you have attended off-campus workshops, please respond to the following:

9. In general, how useful was the information and skills presented in the off-campus workshop(s)?


Please select one 

10. How was the off-campus workshop paid for? (Check all that apply)


Self	<input type="checkbox"/>
College	<input type="checkbox"/>
Department	<input type="checkbox"/>
Foundation	<input type="checkbox"/>
Staff Development	<input type="checkbox"/>
Other	<input type="checkbox"/>

General Questions


11. Microsoft e-learning Library (MELL) is an online training resource available to staff. How often have you used MELL?

Please select one 


If you have used MELL, how useful did you find it?

Please select one 

12. How supportive has your supervisor been regarding your efforts to attend training workshops?

Please select one 

13. In general, how well has the University met your individual training needs?

Please select one 

**14. What are the best times for you to attend training workshops?
(Check all that apply)**

Intersession	<input type="checkbox"/>
Beginning of semester	<input type="checkbox"/>
Middle of semester	<input type="checkbox"/>
End of semester	<input type="checkbox"/>
Summer	<input type="checkbox"/>

15. What is your preference for workshop length?

Please select one

16. In a previous survey, University staff identified the areas below as their top training needs. Please indicate the importance of each area as it applies to you today.	Not important	Somewhat important	Very important
Internet training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer software skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dealing with difficult people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stress management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conflict resolution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>