

## Staff Development Survey Additional Training Workshops Spring 2006

ID	Please list additional training workshops you would like to see offered.
2	Adobe InDesign Adobe CS2 Suite
17	InDesign software--Microsoft Publisher and PageMaker are outdated.
22	I am very happy to see the Excel class listed. Word would be another one--it would be nice for folks in the office to learn some advanced Word functions, like mail merge, etc.
34	A distinction between training workshops (those targeted for managers and those that would enhance an employee's productivity).
37	I'd like to take a workshop that would show me how to be able to attend workshops when my workload has increased by 30% and I have no one to do my work or cover the office in my absence.
52	Access and more intermediate to advanced Excel rather than basic.
54	How about creating a workshop for managers to encourage staff to participate in on going training workshops that the staff develop office coordinates.
58	I would really like to see the CPR & First Aid Trainings offered. We have at least one emergency per semester in our office related to students fainting or having seizures, and it would be comforting to know more than what we do right now in regards to emergency treatment when you are the first person "on the scene." Thank you very much!
65	Internet (Web) - Advanced Searching New Search Engines - (e.g. Grokker) comparison - pros/cons RSS Feeds Wiki's New Web Site tools: Del.icio.us & Furl, etc.
69	advanced excel workshops...covering macros and other high level knowledge.
70	Google or other web research tools.
72	Outdoor activites, off campus locations around the area, less presentations and more learning activites. Most presentors are terrible and make workshops horrible to attend. Workshops with a more interactive feel keeps peoples attention and makes the learning process enjoyable.
79	Options for dealing with a worthless supervisor who is creating a negative working environment other than having to transfer to another job.
81	HOW TO DEAL WITH DIFFICULT SUPERVISORS!!! (i.e., Supervisors who consistently tell employees in public areas that they are overpaid and don't deserve a reclass. Supervisors who treat employees like dirt and expect the employees to stay motivated by offering them donuts and sweets, even though many of the employees in this office are overweight and/or diabetic! Supervisors who have unskilled student assistants check the work of veteran employees who have been doing their jobs for 20-27 years! Supervisors who demand that employees not close the blinds when the sun is bothering their eyes; it is ONLY the SUPERVISOR who will control the blinds, even though she sits in her own office around the corner. A supervisor who waves fingers in front of employees face while talking, as

	if the employee is a four year old child.) PLEASE, how do hard working, educated, and experienced veteren employees deal with such situations???? PLEASE HELP US!
87	InDesign Newsletter
91	How to interview and hire Basics of supervision
94	Quality assurance and improving effectiveness in the workplace
100	BRIO not just for GL Financials, but basic BRIO query to access RDS and other tables to generate ad hoc reports. Intermediate EXCEL - filters, pivots, reports
101	Cannot think of any at this moment.
105	Campus resources. As a new employee, I feel lost as to how to direct someone to the correct location.
115	I have found most of the info provided in all workshops (except computer classes) to be too basic and obvious. I rarely learned anything I didn't know.
116	Deconstructing the bureaucracy...."true community building". Mandatory Leadership training for upper management. Development of "self managed service areas to countermand the demoralization of the work force brought about by aberrations of consolidation.
123	-how to get through the reclassification process successfully -how non-academic and academic departments can better work together (attendance should be mandatory amungst for key personnel) -how to create/distribute/use "forms" on your website (attendanc
135	How managers can assist their employees in stress management.
139	Adobe Acrobat
147	Creativity, developing informational materials,
158	Telephone and E-mail etiquette should be for all employees.
161	Through you or TLP more with accessibility as a practical subject. For instance, creating accessible PDF or accessible Power Point.
165	Supervision certificate
166	Googleing, website basics, basic video editing
209	hvac trades! controls, energy management. refrigeration courses.
223	I recently attended a seminar on ethics in the workplace - what we are accountable for (most positions don't have confidentiality immunity) and how to address. It was very informative.
234	Progressive discipline, effective supervision, overview of collective bargaining agreements, fundraising
243	Access Database training. This should be offered in lieu of FileMakerPro. The training should include beginner, intermediate, and advanced training. FileMakerPro training should be discontinued, it is dated and a forerunner of Access.
260	Advanced Excel
263	The support we received for training in CMS (Peoplesoft) was inadequate. Far, far too little resources commited to training on this huge training. This spring we had to put together our own in house training, taking staff away from their other duties.
277	Advanced Excel Working with and creating PDF files Reporting capabilities with CMS
322	Not sure, but these sound good.
328	When you speak of some of the computer classes, what I'd really like is some ADVANCED Excel and Brio classes. Advanced PowerPoint. ...and of course, the

	time to take them.
339	Budget Training
344	InDesign/Photoshop for layouts
347	Vista (new WebCT) has a survey module that I would like to use. When training for that is offered, I will definitely attend.
351	Advanced Excel class which would cover linking spreadsheets. I have not found any classes at Butte or CSUC that cover this.
365	Except for the ones I clicked above, I have already attended all the workshops I would be interested in. Would like to see more advanced workshops in Excel, WEB page building and maintenance and Dreamweaver.
375	How/when to do Staff Evaluations (and other counseling without the fear of litigation)
381	Good leadership practices
395	emergency situations on campus explanation of the "Foundation" all-staff evening events the projected future of the state college system recycling projects across campus
396	Access
427	I'd like to see workshop teaching interviewing skills for hiring students. Also like to see more workshops offered during afternoons.
442	Software training for In Design, Photoshop and other aspects of Creative Suite
451	Responsible communication; solving serious problems of breakdown within a unit or division.
461	supervisor training; ongoing job/ life coaching
462	Getting the most out of Microsoft Office (Word, Excel, Powerpoint, Outlook etc.)
468	I need help with supervising staff and students...how to reprimand when certain situations occur. My co-worker and I call it a "butt-kicking" class.
474	How to deal with difficult supervisors and Dept. Heads (i.e, drinking on the job, people on mind altering medications who act strang)People on the lower echelons need someone to turn to for advice on campus. There are many of us who work in dysfunctional offices and cannot say anything! please help!
477	recycling on campus and in the office
478	Grant writing