

Classified Staff Development Needs Assessment

2007-2008

Background

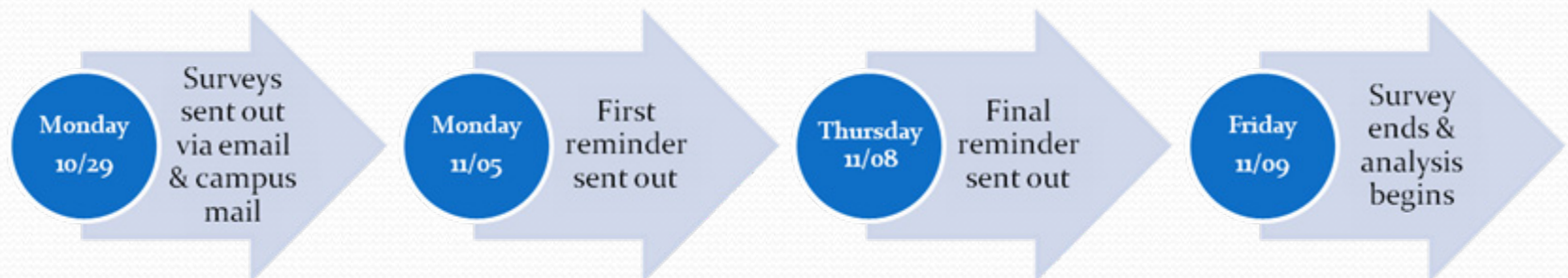
Purpose

- Help determine how to allocate \$15,000 of professional development funding received from the Staff Development Committee

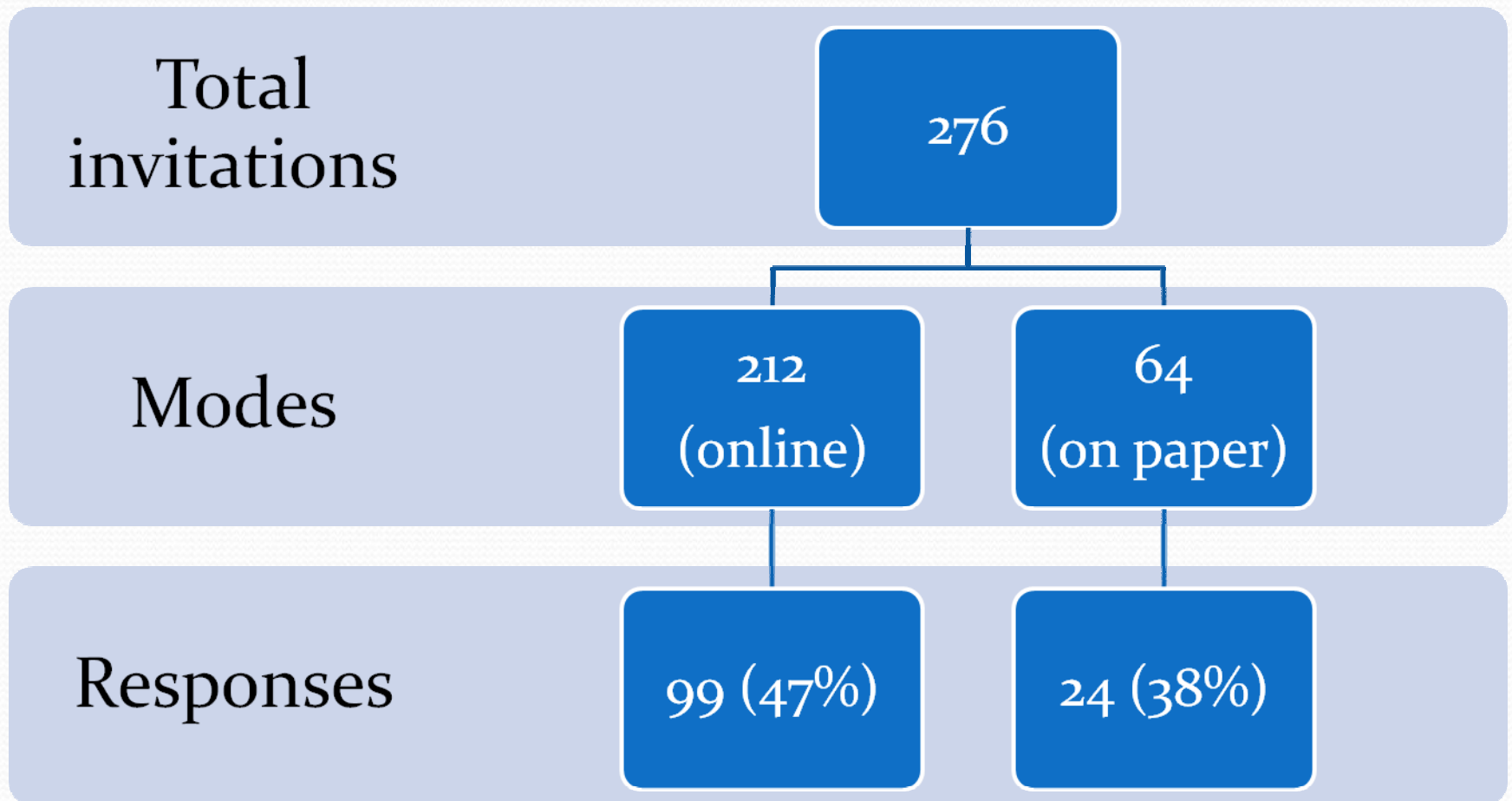
Modes

- Administered both online and on paper to accommodate all Classified Staff, some of whom do not have District email addresses or computer workstations

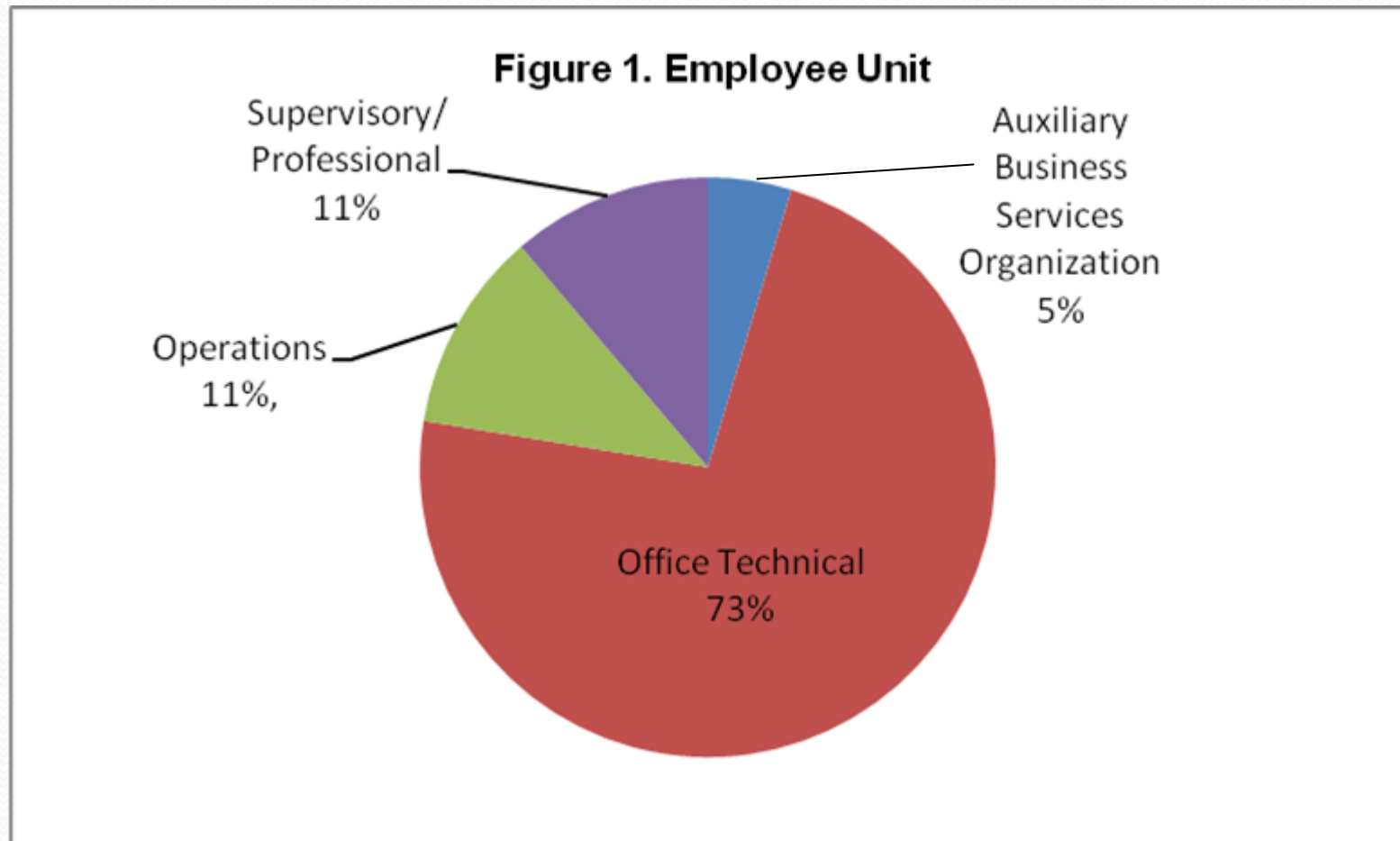
Administration: Fall, 2007



Overall Participation = 45%

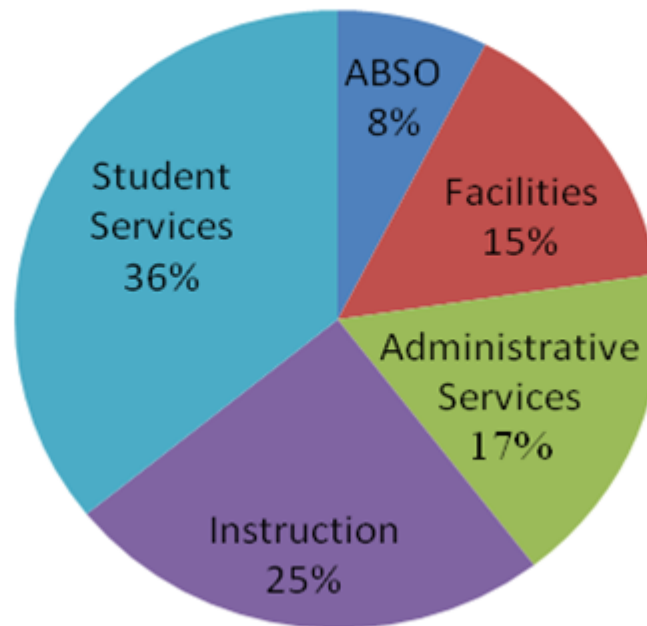


Employee Unit



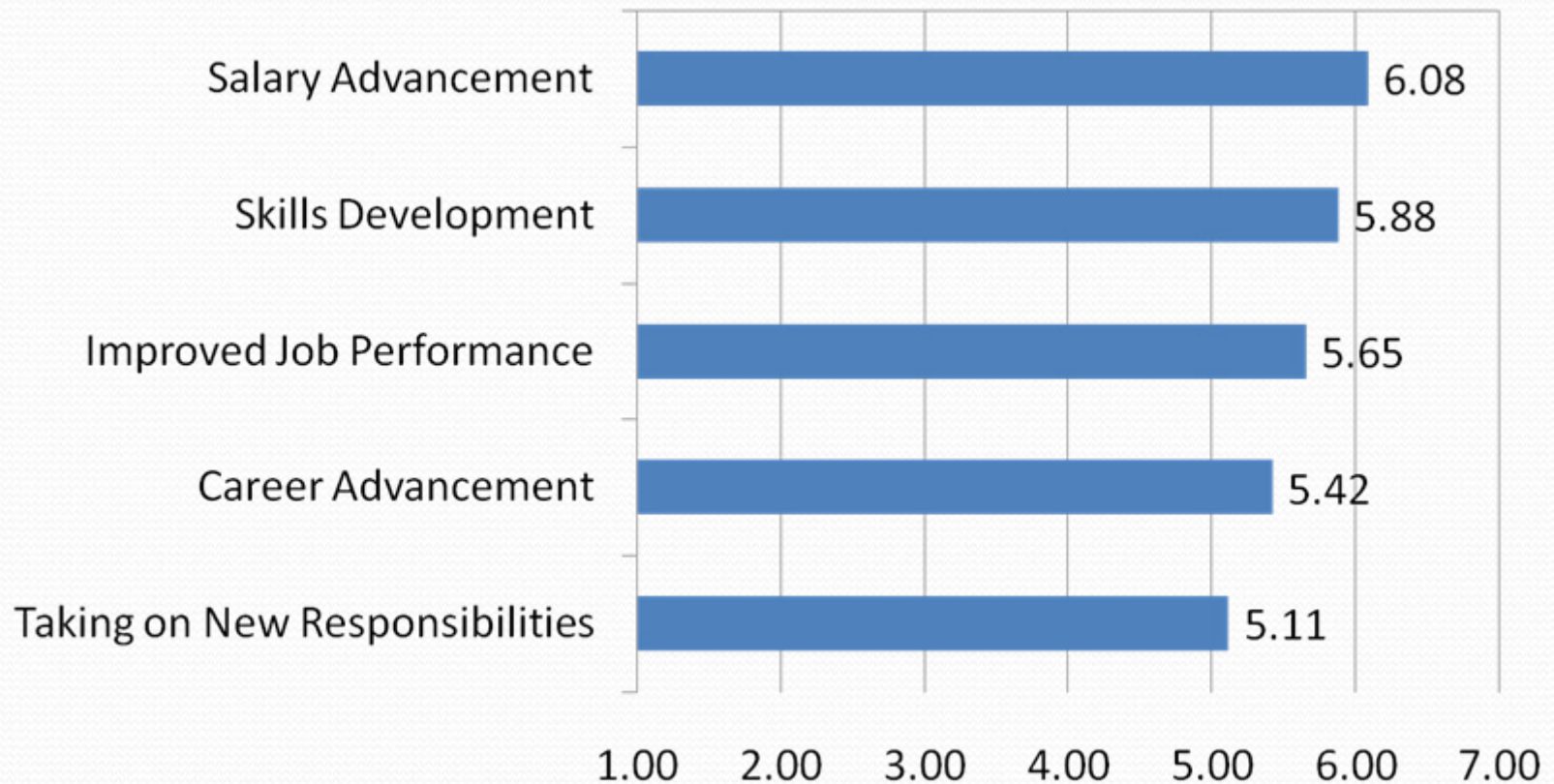
College Segment

Figure 2. College Work Area

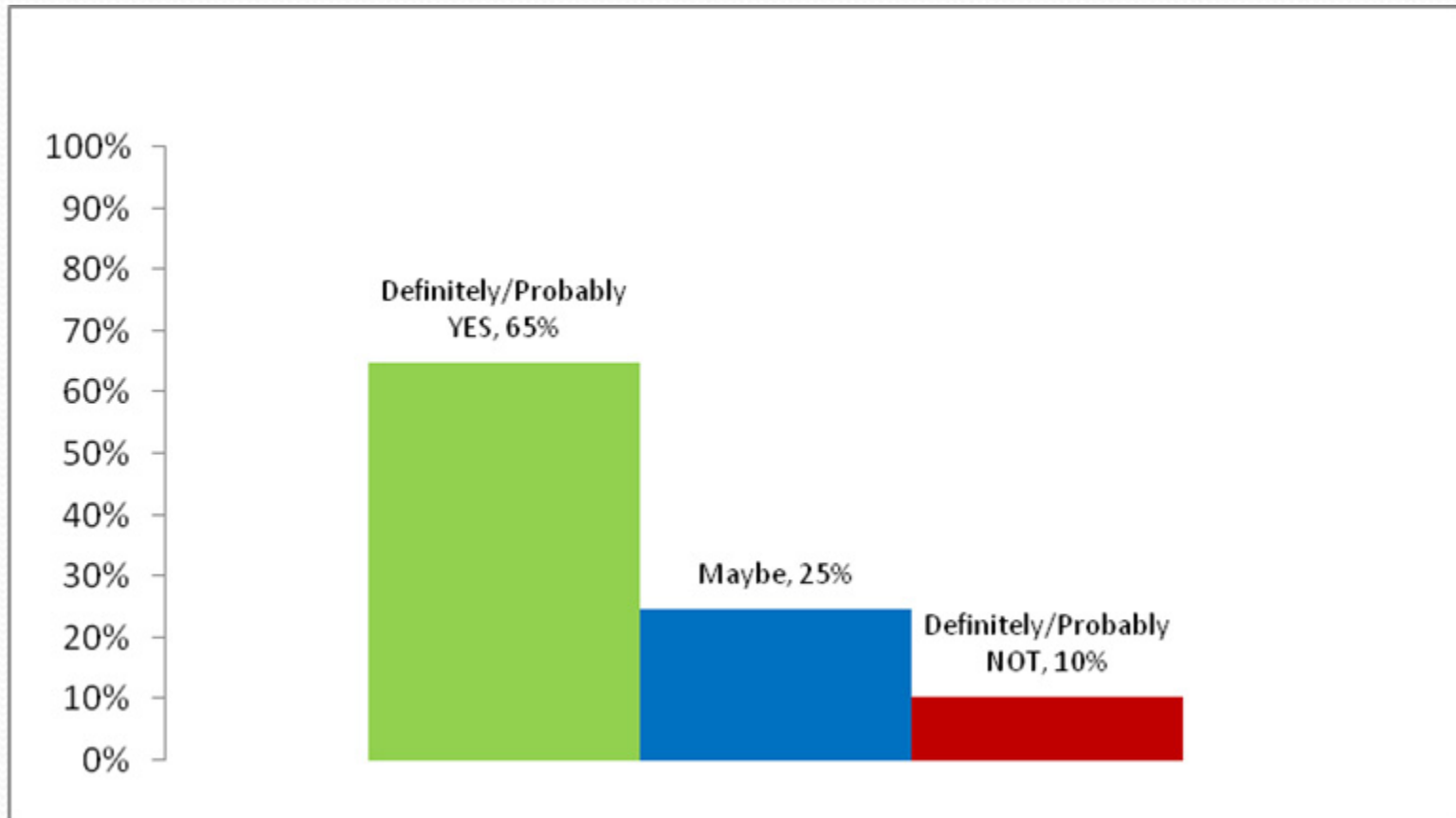


Importance of Career Goals

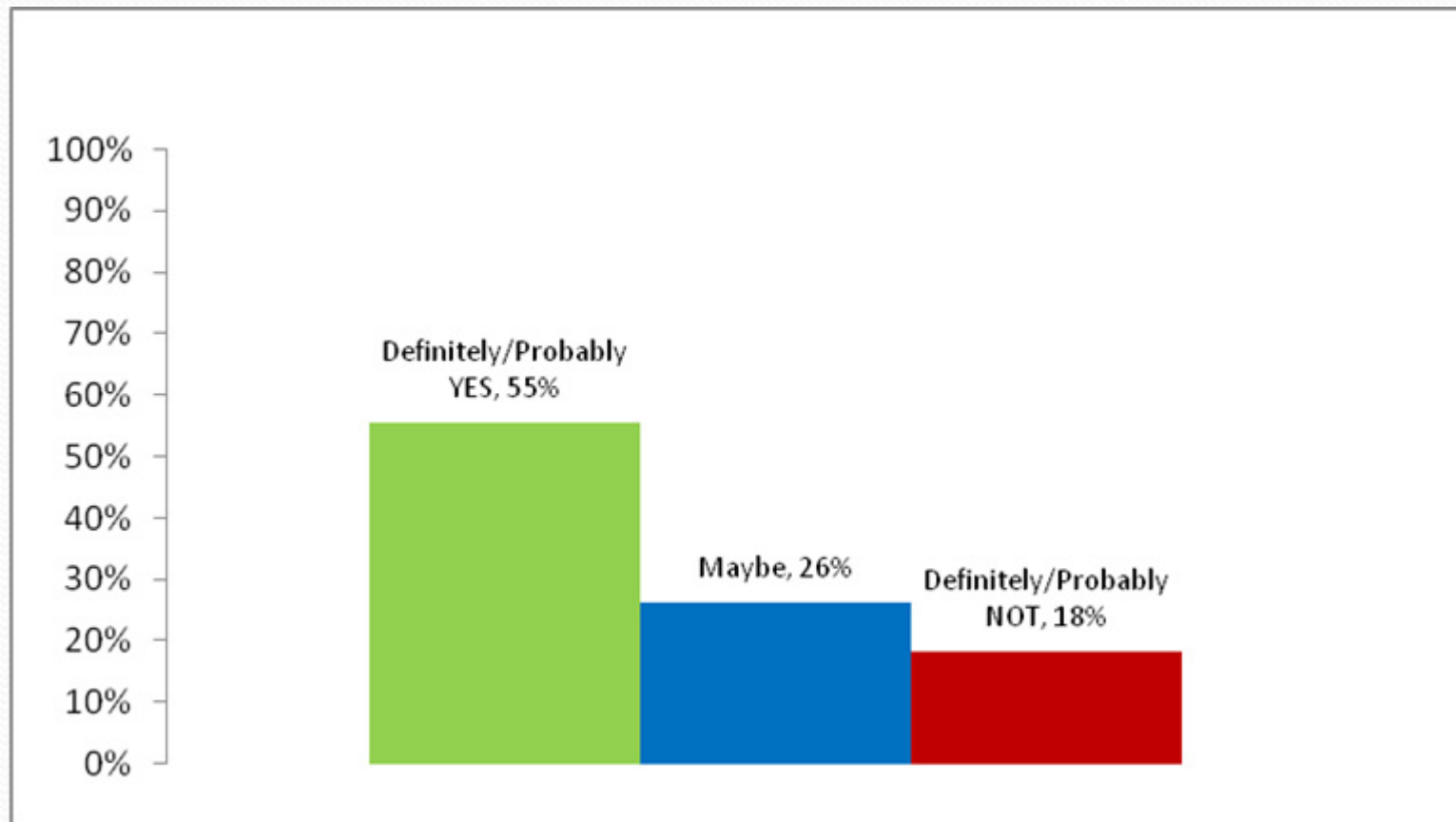
(7-point scale)



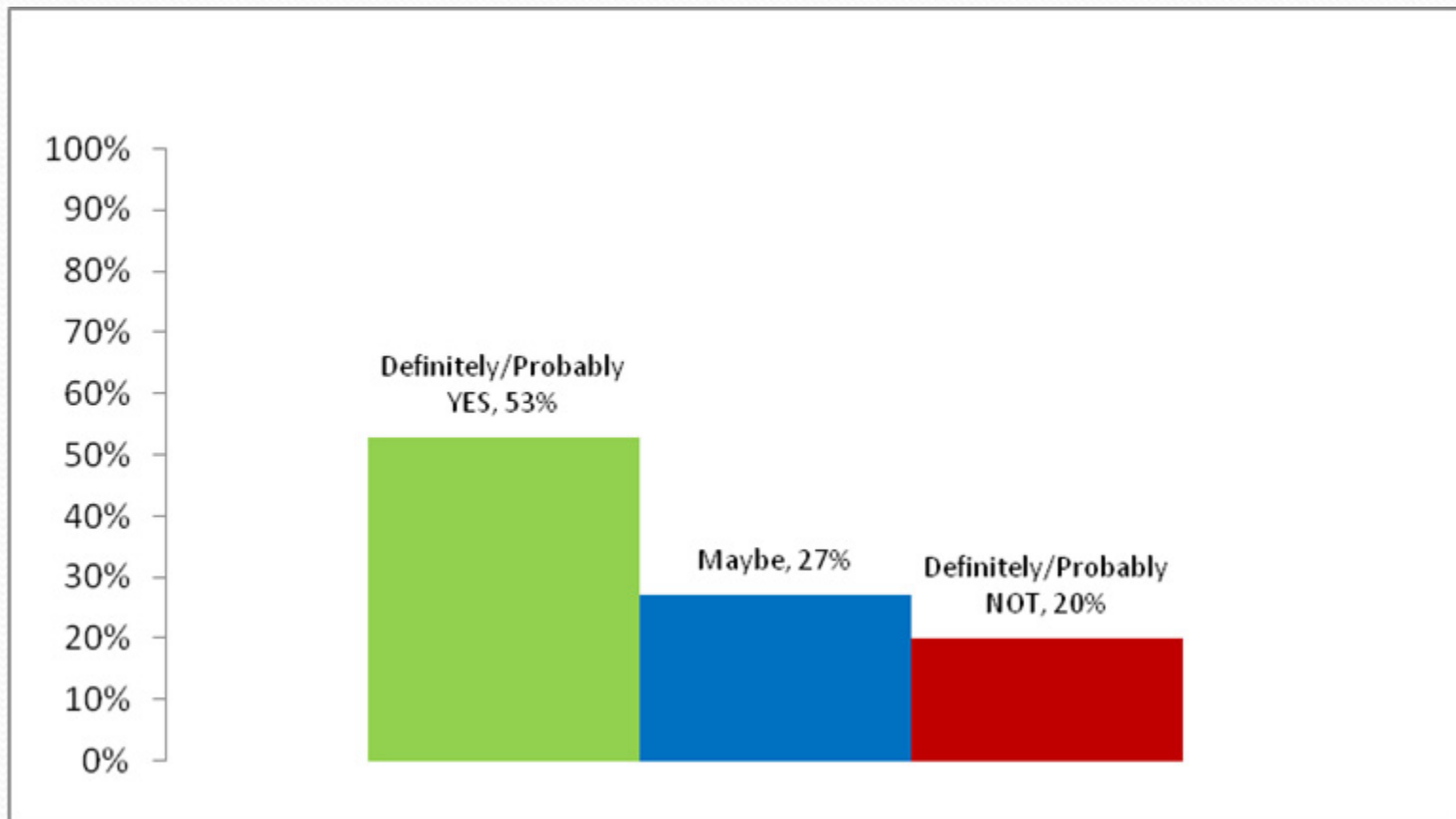
Will you participate in training activities or events sponsored by Classified Staff Development during this upcoming year?



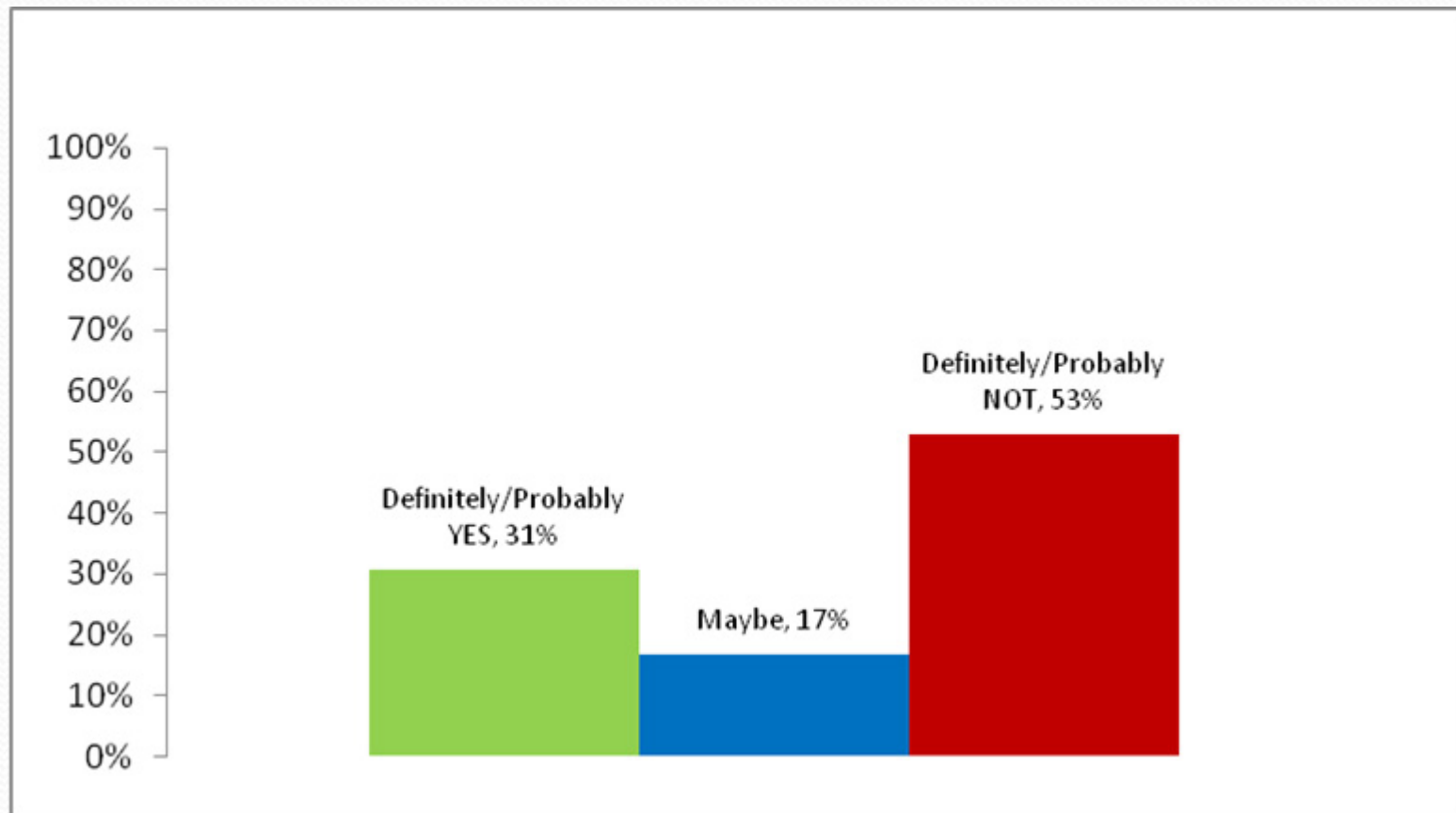
Will excessive workload be an obstacle affecting your participation in training during this upcoming year?



Will scheduling constraints be an obstacle affecting your participation in training during this upcoming year?



Will obtaining release time from your supervisor be an obstacle affecting your participation in training during this upcoming year?



Top Ten Skills of Interest

(7-point scale)



What does all this mean?

Classified Staff want to...

resolve conflicts

be prepared...

for disasters, e.g., the San Diego firestorms

for health emergencies, i.e., CPR, First Aid

In other words, they want to take care of each other...

Manage stress, team build, communicate better...

Classified Staff want...

Diversity: Respect in the Workplace... an ethical workplace... class A personnel management

Now it's up to you to...

- Examine the data
- Discuss the results
- Create an action plan, building in evaluation
- TAKE ACTION
- Evaluate
- Pat yourselves on the back 😊

Classified Staff Professional & Interpersonal Development Conference March 18th & 19, 2008

Please click the following link for more information

<http://www.sdmesa.edu/news-events/staff-dev.cfm>

Enrollment information will be sent soon...in the meantime, please save the dates!

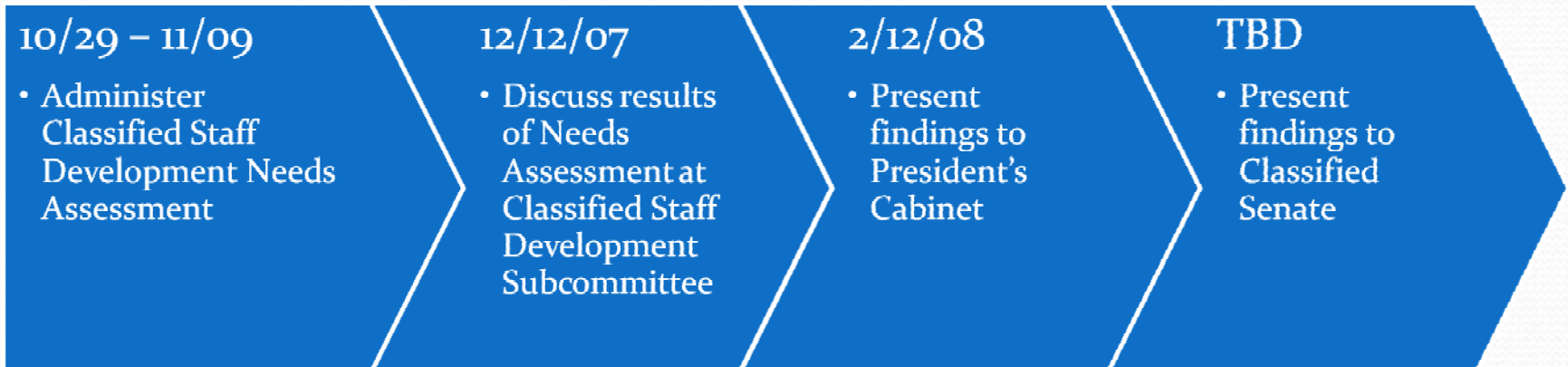
Thank you!

The Mesa Classified Staff Development Sub-Committee



You can also visit the slideshow on Mesa's website!

Routing of the Classified Staff Development Needs Assessment



Ranked Means Report

Skills	Areas	N	Mean	Std. Dev.
Conflict Resolution	Interpersonal Skills	121	5.40	1.7
Disaster Preparedness	Safety & Compliance Skills	122	5.34	1.7
Stress Management	On-the-Job Skills	122	5.21	1.8
Understanding and Adapting to Styles of Communication	Communication Skills	120	5.20	1.7
Team Building	Interpersonal Skills	121	5.18	1.8
CPR/AED	Safety & Compliance Skills	121	5.17	1.9
Diversity: Respect in the Workplace	Interpersonal Skills	121	5.13	1.9
First Aid	Safety & Compliance Skills	122	5.13	1.8
Workplace Ethics	On-the-Job Skills	119	5.08	1.8
Personnel Management	Interpersonal Skills	121	4.99	1.9
Professionalism	On-the-Job Skills	120	4.91	1.9
Customer Service	Interpersonal Skills	122	4.89	2.0
Safety Issues Specific to Your Unit (e.g., Food Safety for ABSO, etc.)	Safety & Compliance Skills	120	4.84	2.0
Microsoft Excel (spreadsheets)	Technology Skills	121	4.79	2.0
Job Interview Skills	Communication Skills	120	4.76	2.1
Time Management/Project Management	On-the-Job Skills	119	4.76	1.9
Office Ergonomics	Safety & Compliance Skills	119	4.75	2.0
Goal-Setting	On-the-Job Skills	120	4.74	1.8
Web Design/Maintenance	Technology Skills	120	4.73	2.0
Microsoft Access (database)	Technology Skills	121	4.71	2.1
Business Writing (grammar, format, structure, etc.)	Communication Skills	121	4.64	1.9
Presentation Skills	Communication Skills	119	4.64	1.9
Microsoft PowerPoint (presentations)	Technology Skills	119	4.63	1.9
Microsoft Outlook (personal information management, email)	Technology Skills	120	4.61	2.0
Microsoft Word (documents)	Technology Skills	119	4.57	2.0
Communication Etiquette (telephone, email, Internetiquette)	Communication Skills	119	4.38	1.9
American Disabilities Act (ADA) Compliance	Safety & Compliance Skills	123	4.34	2.0
Policy 3100: Student Rights and Responsibilities	Safety & Compliance Skills	121	4.27	2.0
Finding Information on the Internet	Technology Skills	119	4.17	2.1
Sexual Harassment Prevention	Safety & Compliance Skills	121	4.12	2.1
Smart Classrooms	Technology Skills	120	4.08	2.1
A/V Equipment	Technology Skills	120	3.87	2.1
Colleague/Datatel	Technology Skills	120	3.87	2.2

Questions, comments, concerns?

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