

Classified Staff Development Needs Assessment

2008-2009

Background

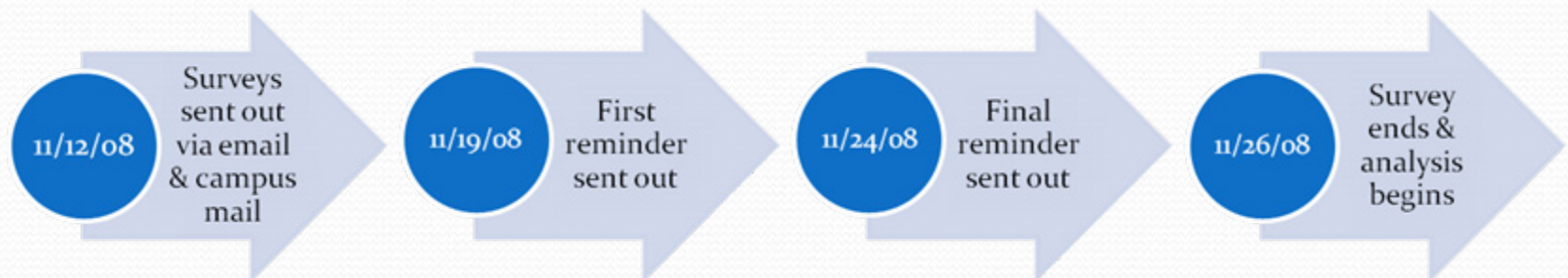
Purpose

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

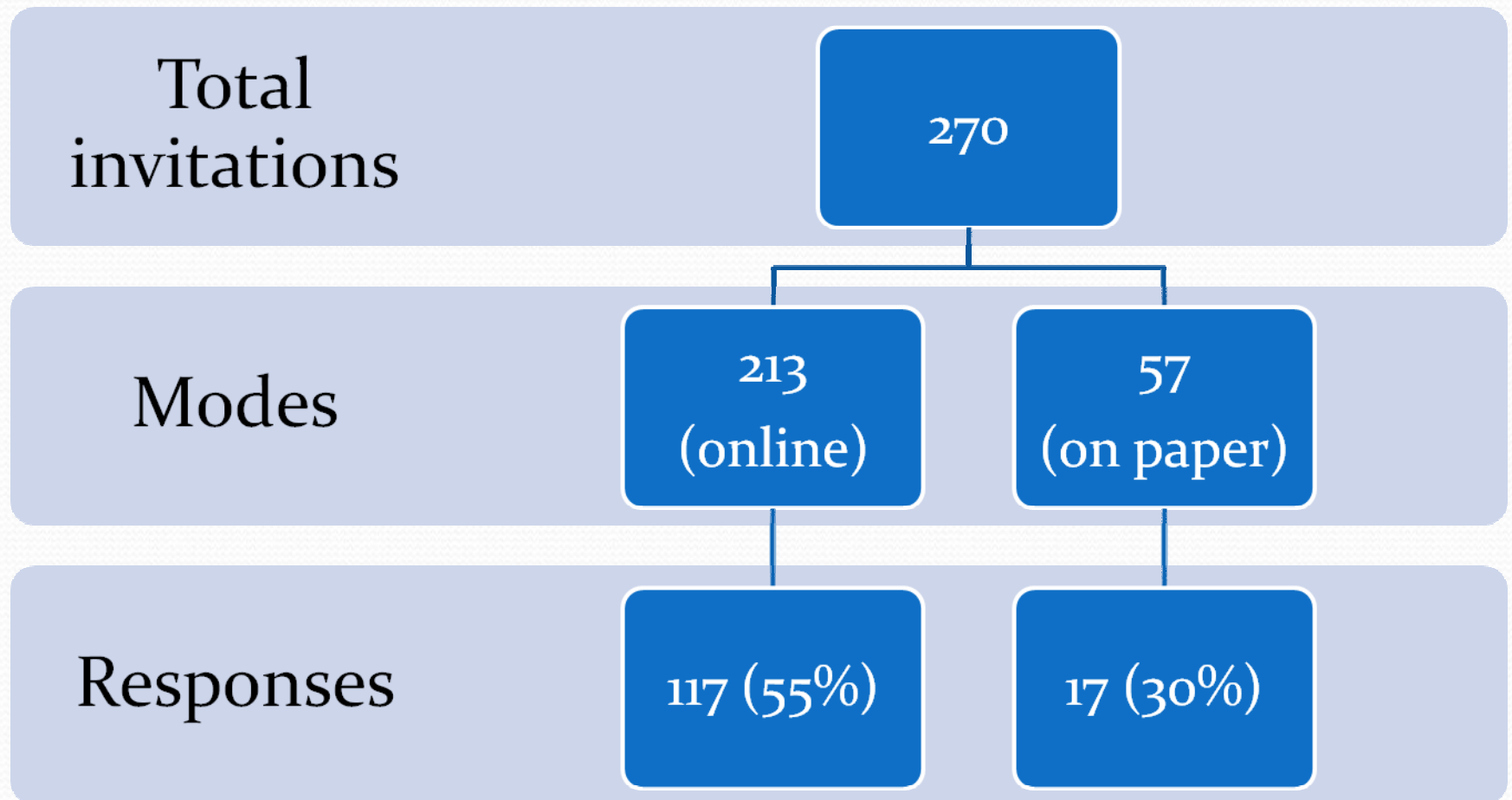
Modes

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

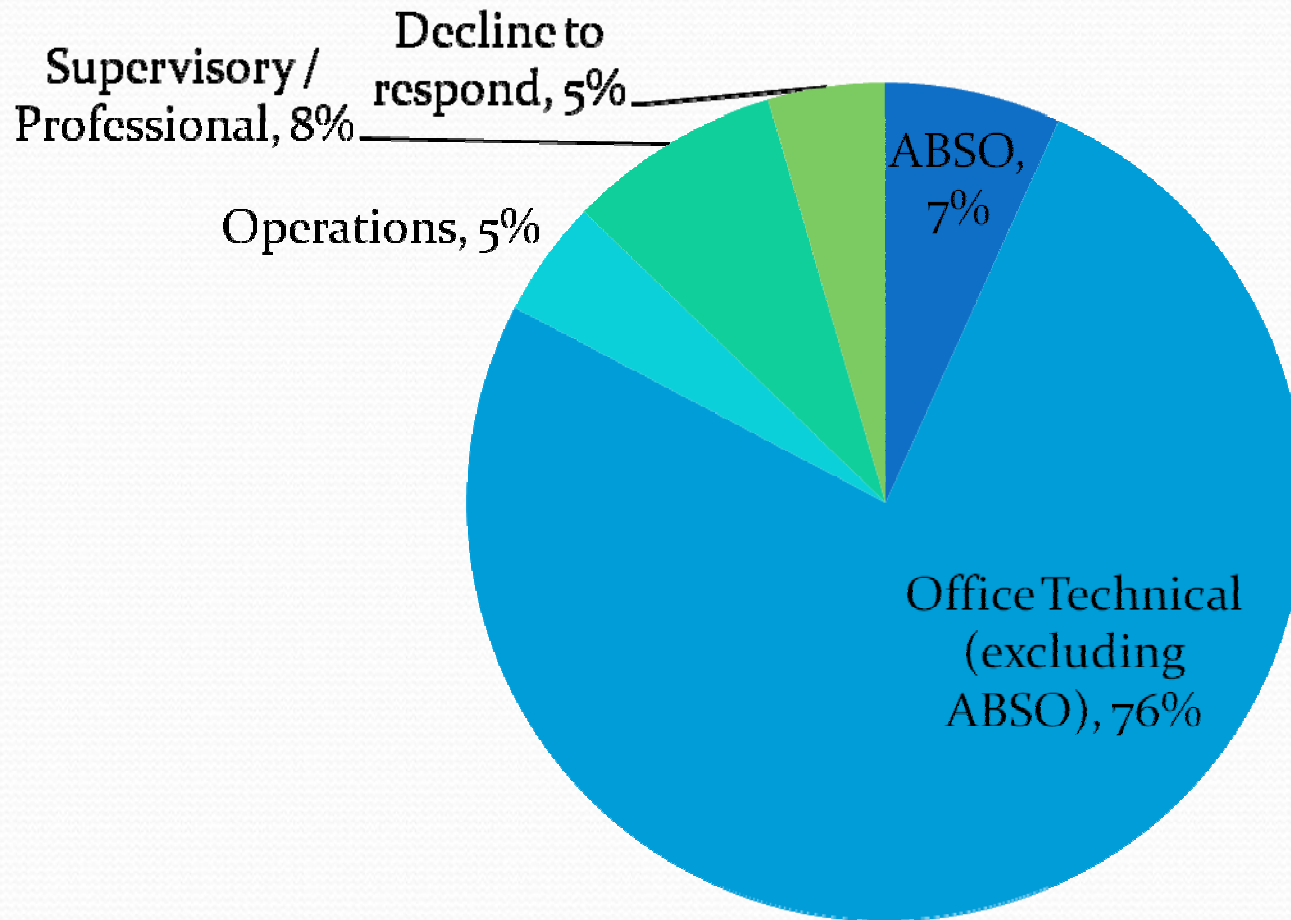
Administration: Fall, 2008



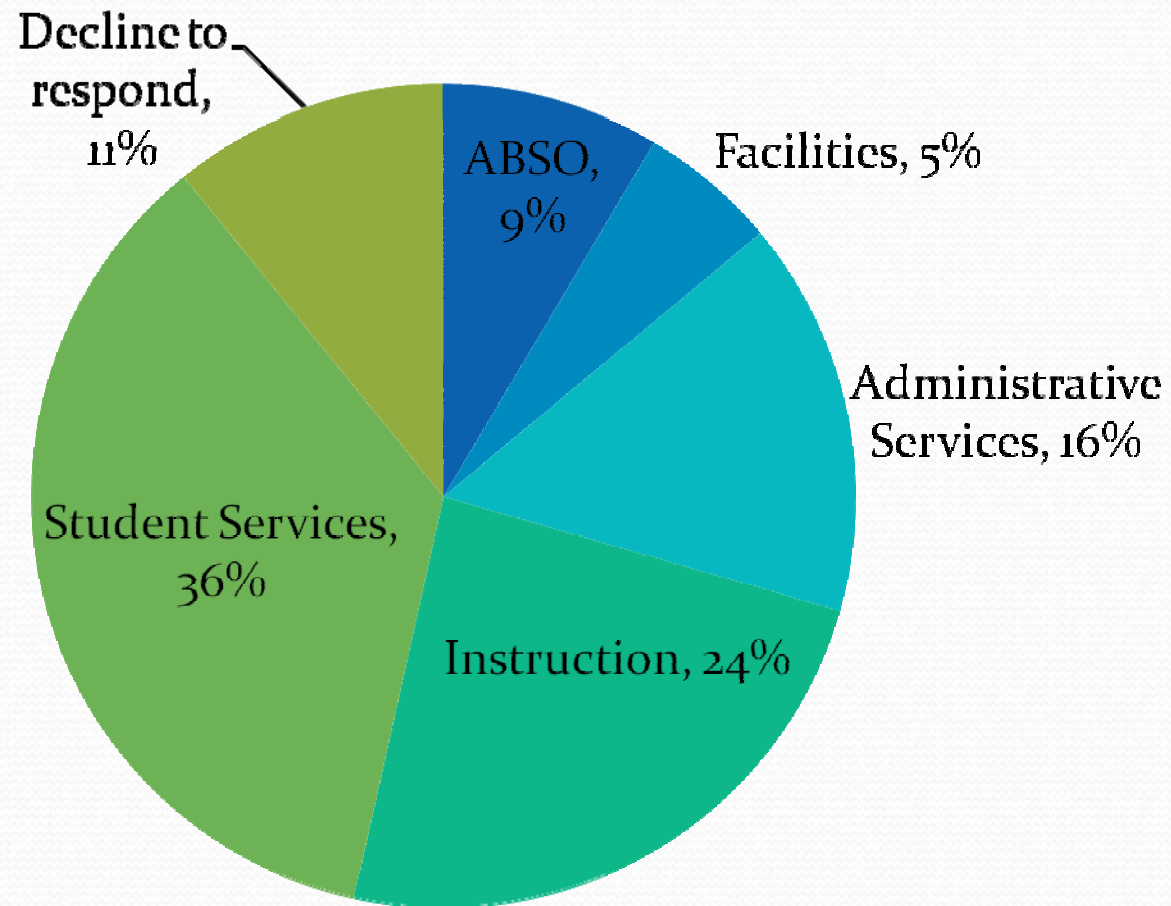
Overall Participation = 50% (N=134)



Employee Unit (N=133)

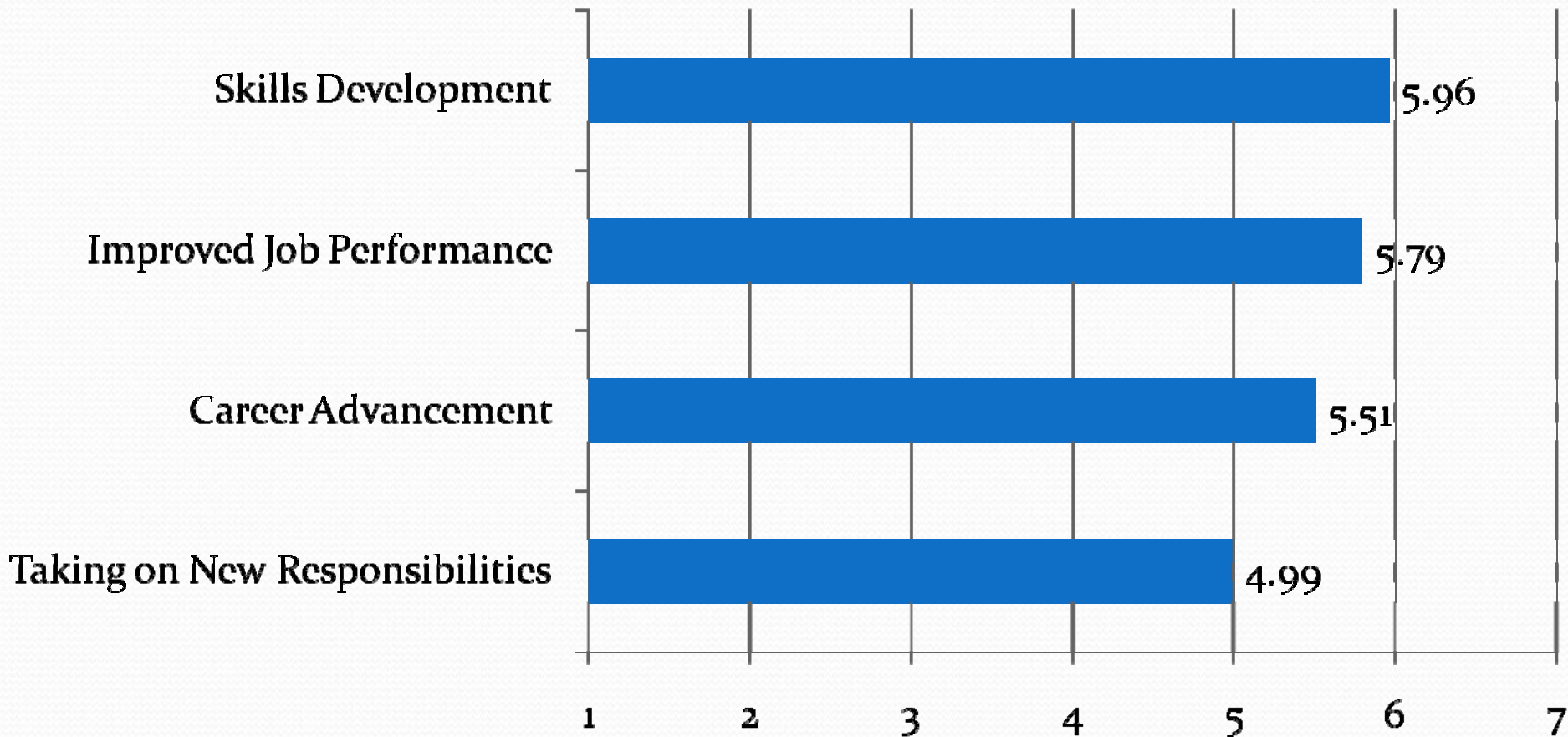


College Segment (N=129)

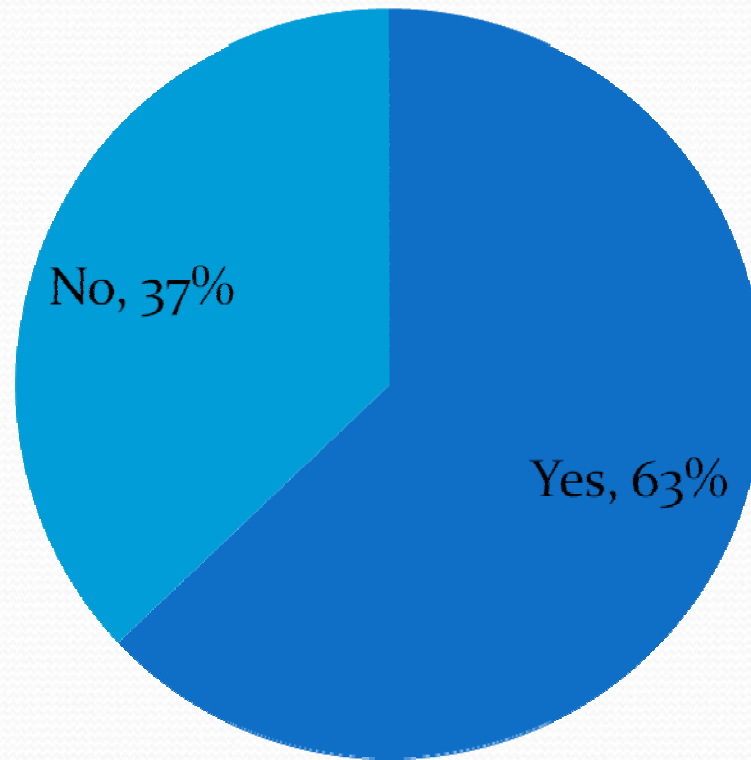


Importance of Career Goals

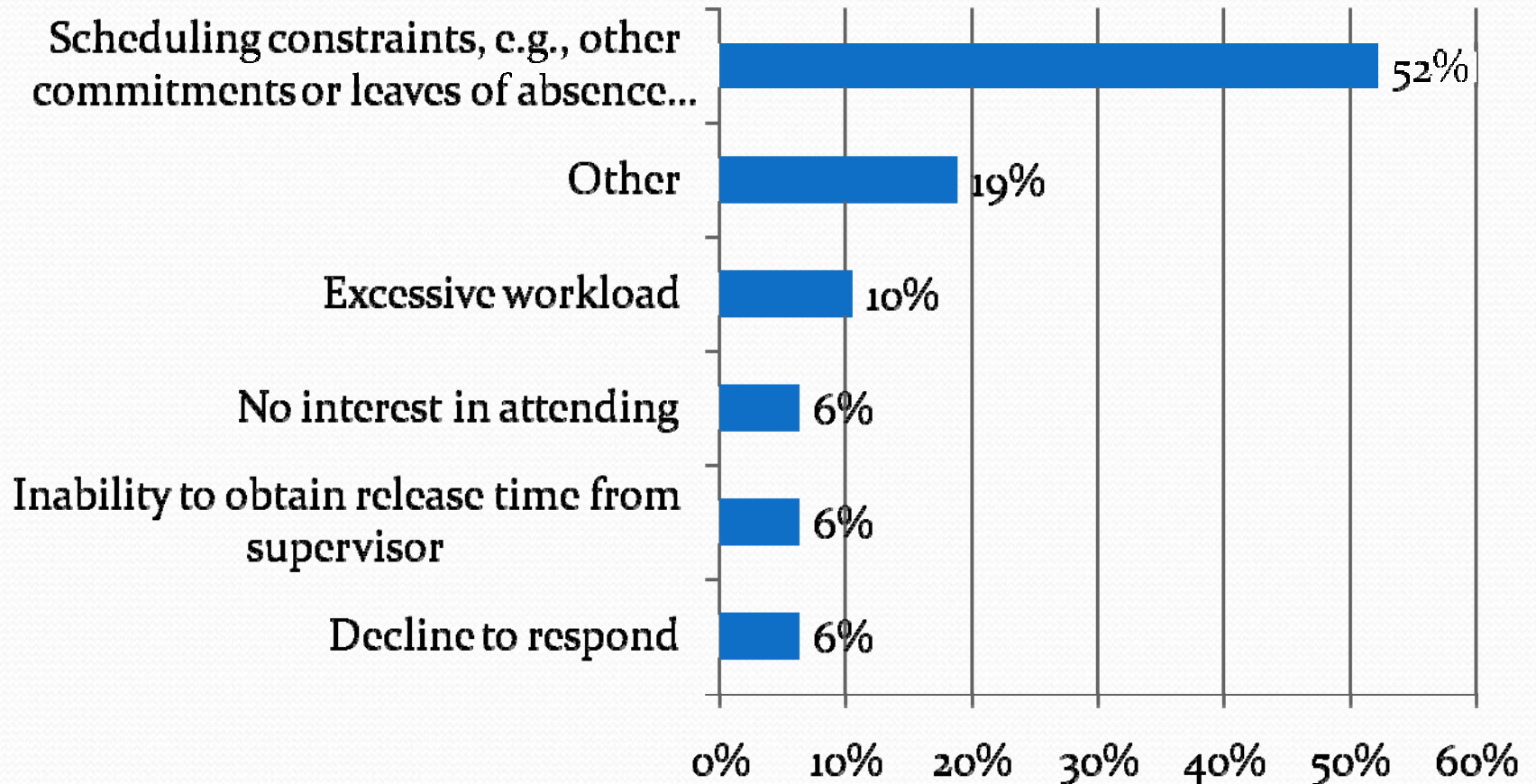
(7-point scale)



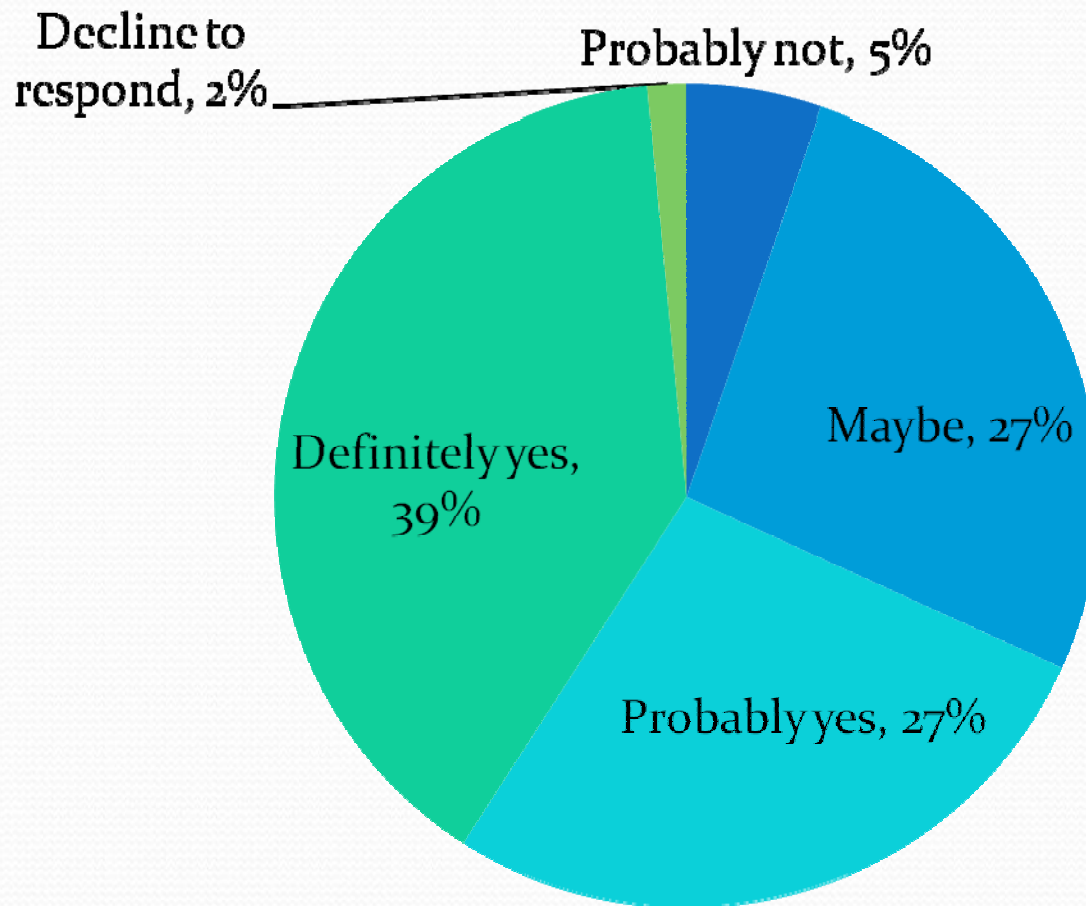
Did you participate in the Classified Staff Professional Development Conference last year? (N=132)



Please select your primary reason for not attending the Classified Staff Professional Development Conference last year.
(N=48, non-attendees only)



Will you participate in training activities or events sponsored by Classified Staff Development during this upcoming year (2008)? (N=132)



Top Skills of Interest

(7-point scale)



What does all this mean?

Classified Staff want to...

be prepared...

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

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

resolve conflicts and crises

**Develop their professionalism, leadership, and
time/project management skills**

Manage stress, team build, communicate better

Classified Staff want to maintain...

**Diversity: Respect in the Workplace... an ethical
workplace**

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 😊

Routing of the Classified Staff Development Needs Assessment



Ranked Means Report

Skill Area	N	Min	Max	Mean	Std. Dev.
Disaster Preparedness	132	1	7	5.56	1.530
Diversity: Respect in the Workplace	128	1	7	5.40	1.745
Conflict Resolution	130	1	7	5.37	1.726
First Aid	129	1	7	5.36	1.723
Workplace Ethics	129	1	7	5.33	1.729
CPR/AED	129	1	7	5.31	1.767
Stress Management	130	1	7	5.30	1.764
Leadership Development	128	1	7	5.27	1.816
Team Building	131	1	7	5.19	1.815
Professionalism	126	1	7	5.16	1.764
Crisis Management	131	1	7	5.13	1.751
Understanding and Adapting to Styles of Communication	127	1	7	5.13	1.746
Time Management/Project Management	131	1	7	5.08	1.785
Microsoft Excel (spreadsheets)	129	1	7	4.92	1.788
Job Interview Skills	128	1	7	4.90	1.999
Customer Service	130	1	7	4.88	1.903
Microsoft Access (database)	129	1	7	4.86	1.762
Goal-Setting	127	1	7	4.86	1.776
Business Writing (grammar, format, structure, etc.)	132	1	7	4.84	1.992
Office Ergonomics	130	1	7	4.82	1.854
Presentation Skills	130	1	7	4.76	1.838
Microsoft Outlook (personal information management, email)	130	1	7	4.74	1.832
Communication Etiquette (telephone, email, Internetiquette)	129	1	7	4.66	2.037
Microsoft PowerPoint (presentations)	130	1	7	4.61	1.836
Microsoft Word (documents)	131	1	7	4.59	1.929
Web Design/Maintenance	132	1	7	4.49	1.932
Finding Information on the Internet	129	1	7	4.48	1.812
ADA Compliance	128	1	7	4.40	1.833
Sexual Harassment Prevention	131	1	7	4.31	1.938
A/V Equipment	129	1	7	3.78	2.015

Questions, comments, concerns?

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