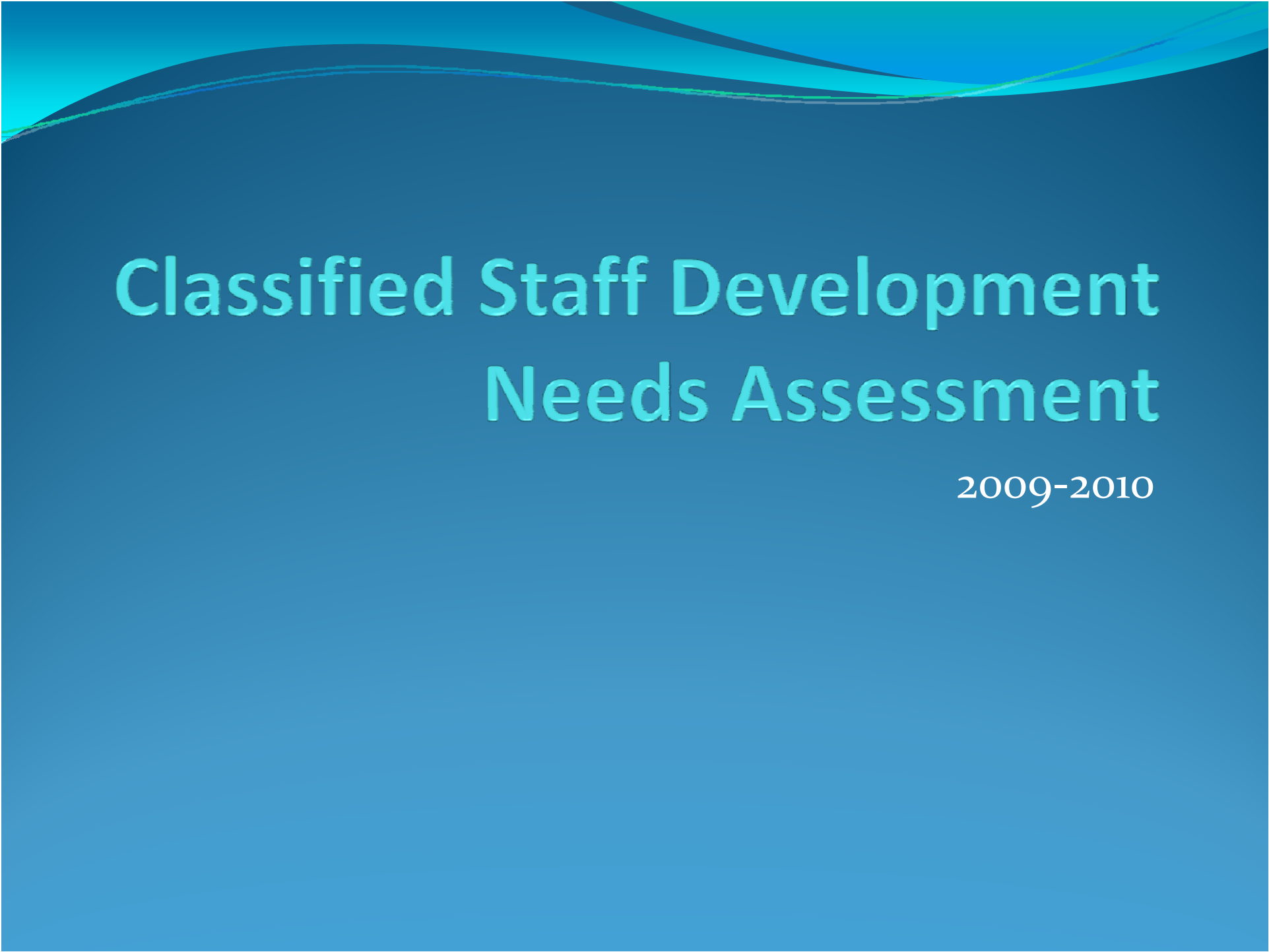




Classified Staff Development Needs Assessment

2009-2010

Background

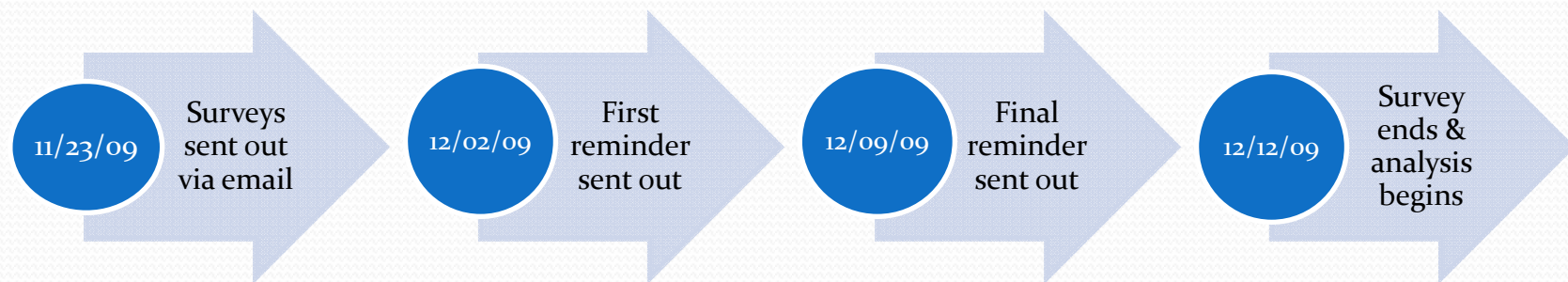
Purpose

- Help determine how to allocate professional development funding received from the Staff Development Committee

Modes

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

Administration: Fall, 2009





Survey Instrument 2009

- The Classified Staff Development Needs Assessment survey instrument for 2009 was refined, based on the results from the 2007 and 2008 survey administrations as well as input from the Classified Staff Development Subcommittee



Overall Participation = 50% (n=107)

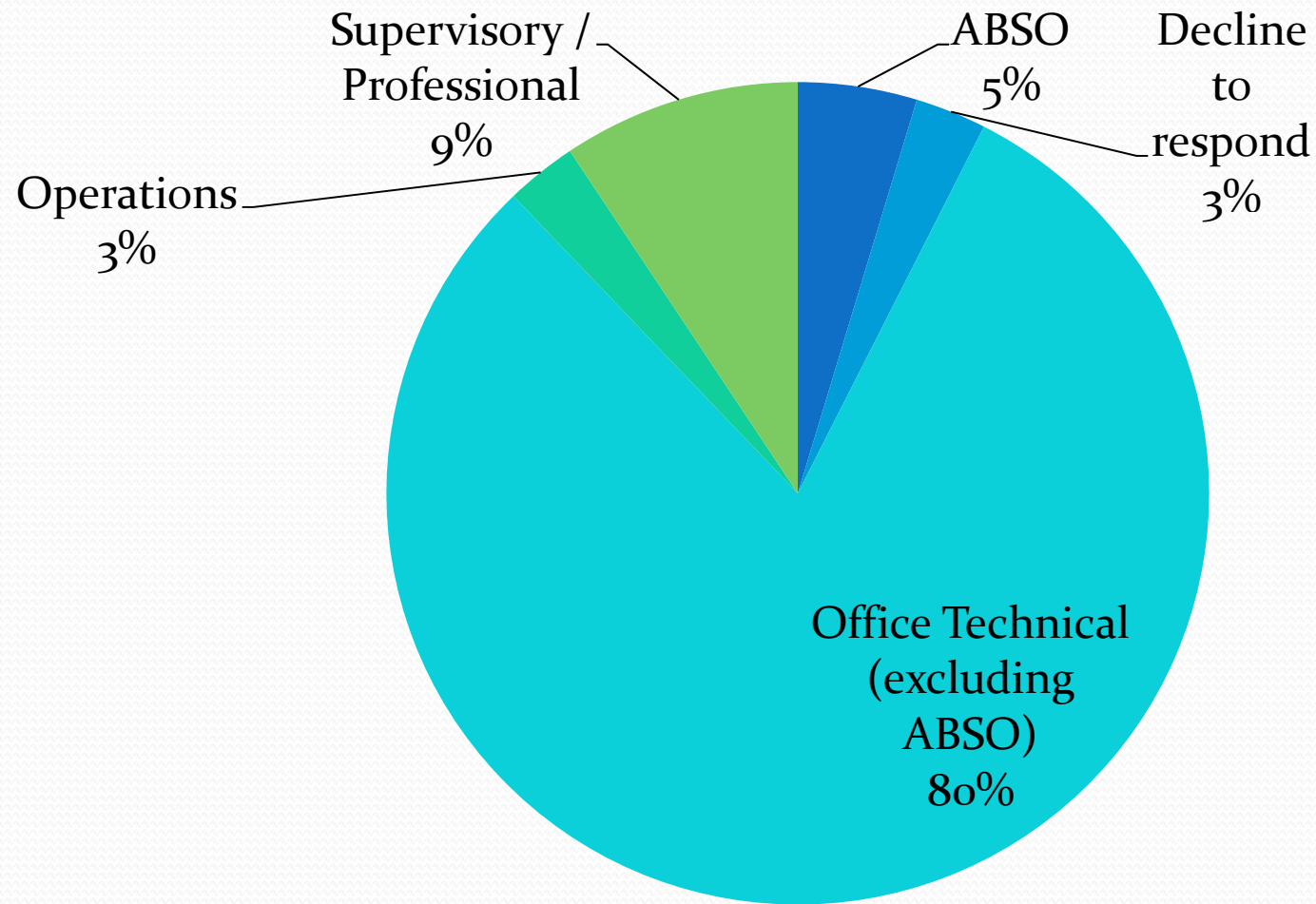
Total
invitations

212

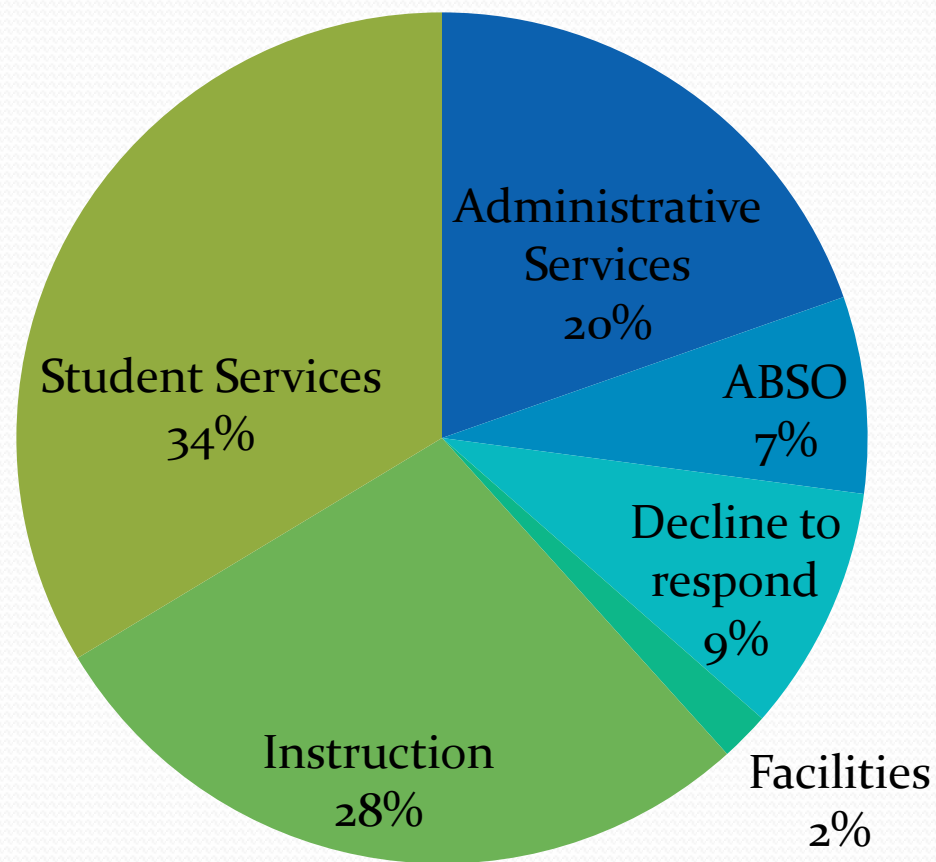
Responses

107
(online)

Employee Unit (n=107)

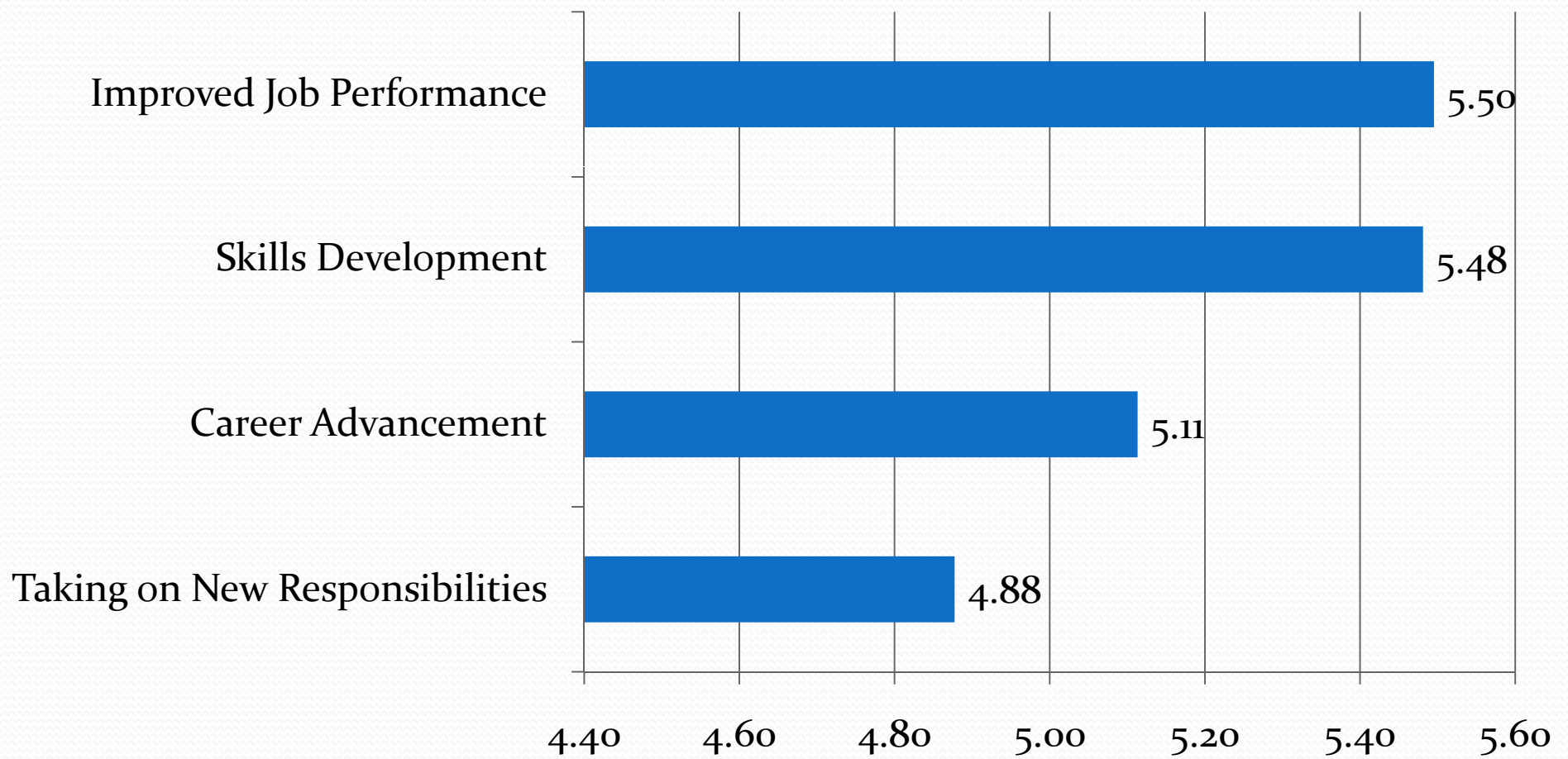


College Segment (n=107)

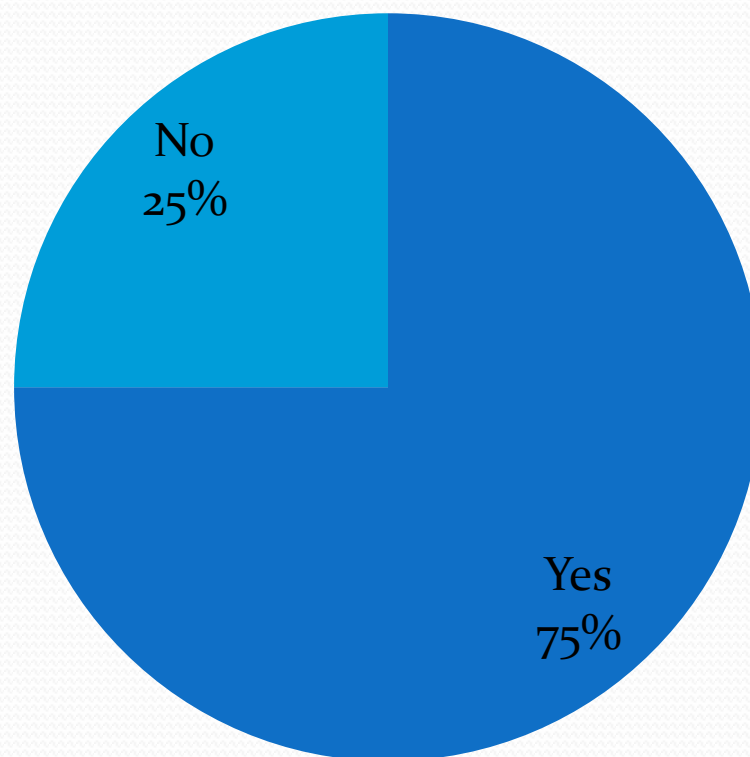


Importance of Career Goals

(7-point scale)



Did you participate in the Classified Staff Professional Development Conference last year (2009)? (n=107)

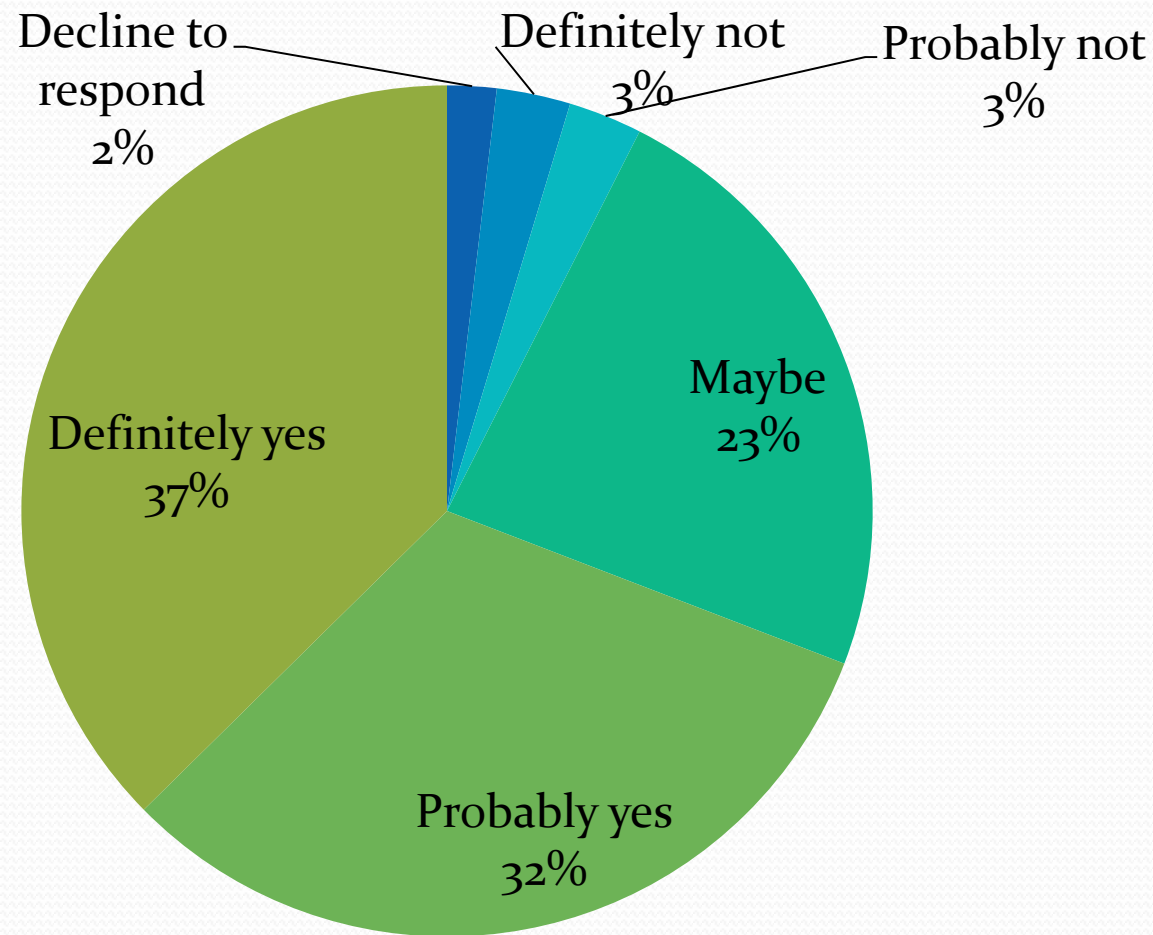




Please select your primary reason for not attending the Classified Staff Professional Development Conference last year (2009).
(n=27, non-attendees only)

Response	#
Scheduling constraints, e.g., other commitments or leaves of absence that coincided with the Conference schedule	8
Other	8
Excessive workload	7
No interest in attending	2
Inability to obtain release time from supervisor	1
Decline to respond	1

Will you participate in training activities or events sponsored by Classified Staff Development during this upcoming year (2010)? (n=107)



Top Skills of Interest

(7-point scale)





What does all this mean?

Classified Staff want to...

Achieve health and well-being in spirit, soul, & body

Through stress management, nutrition, and exercise

Maintain workplace ethics, set goals, hone time/project management skills, and develop professionalism

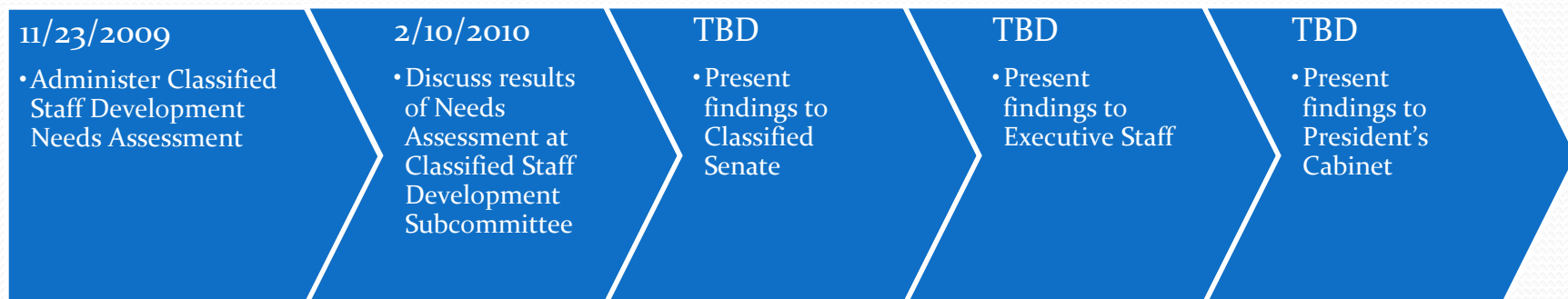
Feel good about what they do and who they are



Now it's up to you to...

- Examine the data
- Discuss the results
- Create an action plan, building in evaluation
- TAKE ACTION
- Evaluate

Routing of the Classified Staff Development Needs Assessment



Ranked Means Report

	N	Minimum	Maximum	Mean	Std. Dev.
Staying Healthy	105	1	7	5.42	1.849
Nutrition	107	1	7	5.30	1.808
Healthy Cooking	107	1	7	5.16	1.909
Managing Your Stress	107	1	7	5.01	1.916
Walking	107	1	7	4.99	1.871
Workplace Ethics	107	1	7	4.98	1.913
Goal-Setting	106	1	7	4.72	1.946
Time Management / Project Management	105	1	7	4.70	2.090
Self-Esteem / Positive Self-Image / Behavior Modification	107	1	7	4.69	2.002
Professionalism	107	1	7	4.69	2.044
Yoga/Pilates	106	1	7	4.59	2.013
Knowing Your Union Contract	71	1	6	4.49	1.681
First Aid	74	1	6	4.39	1.620
Disaster Preparedness	78	1	6	4.38	1.677
Understanding and Adapting to Styles of Communication	80	1	6	4.29	1.632
Crisis Management	80	1	6	4.29	1.616
Microsoft Excel (spreadsheets)	75	1	6	4.23	1.729
Microsoft Access (database)	78	1	6	4.21	1.723
Microsoft Outlook (personal information management, email)	84	1	6	4.19	1.690
Leadership Development	75	1	6	4.15	1.745
Microsoft Word (documents)	80	1	6	4.09	1.730
CPR / AED	70	1	6	4.09	1.759
Business Writing	74	1	6	4.00	1.680
Web Design / Maintenance	82	1	6	3.91	1.854
Presentation Skills	81	1	6	3.91	1.762
Microsoft PowerPoint (presentations)	82	1	6	3.88	1.753
Job Interview Skills	82	1	6	3.88	1.855
Team Building	79	1	6	3.86	1.662
Office Ergonomics	81	1	6	3.85	1.667
Conflict Resolution	73	1	6	3.85	1.656
Customer Service	78	1	6	3.79	1.903
Diversity: Respect in the Workplace	74	1	6	3.77	1.802



Questions, comments, concerns?

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