

# Classified Staff Development Needs Assessment

2010-2011

# Background

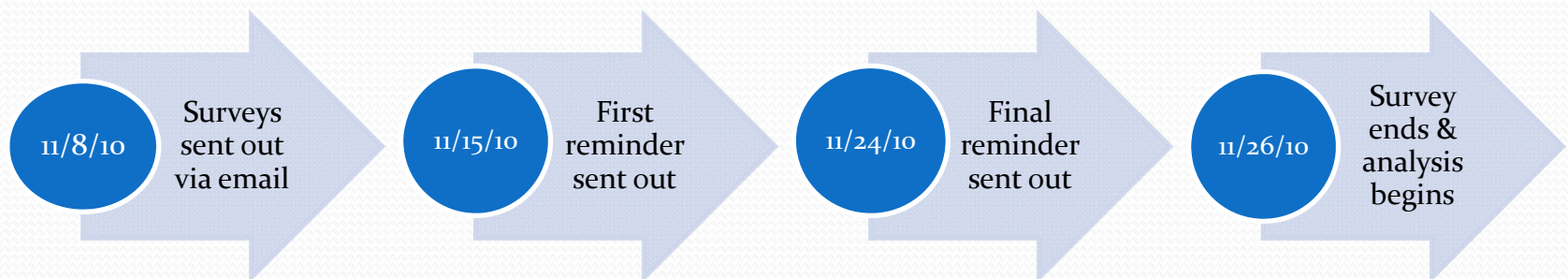
## Purpose

- 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, 2010



# Survey Instrument 2010

- The Classified Staff Development Needs Assessment survey instrument for 2010 was refined, based on the results from the 2009 survey administration as well as input from the Classified Staff Development Subcommittee

# Overall Participation = 60%

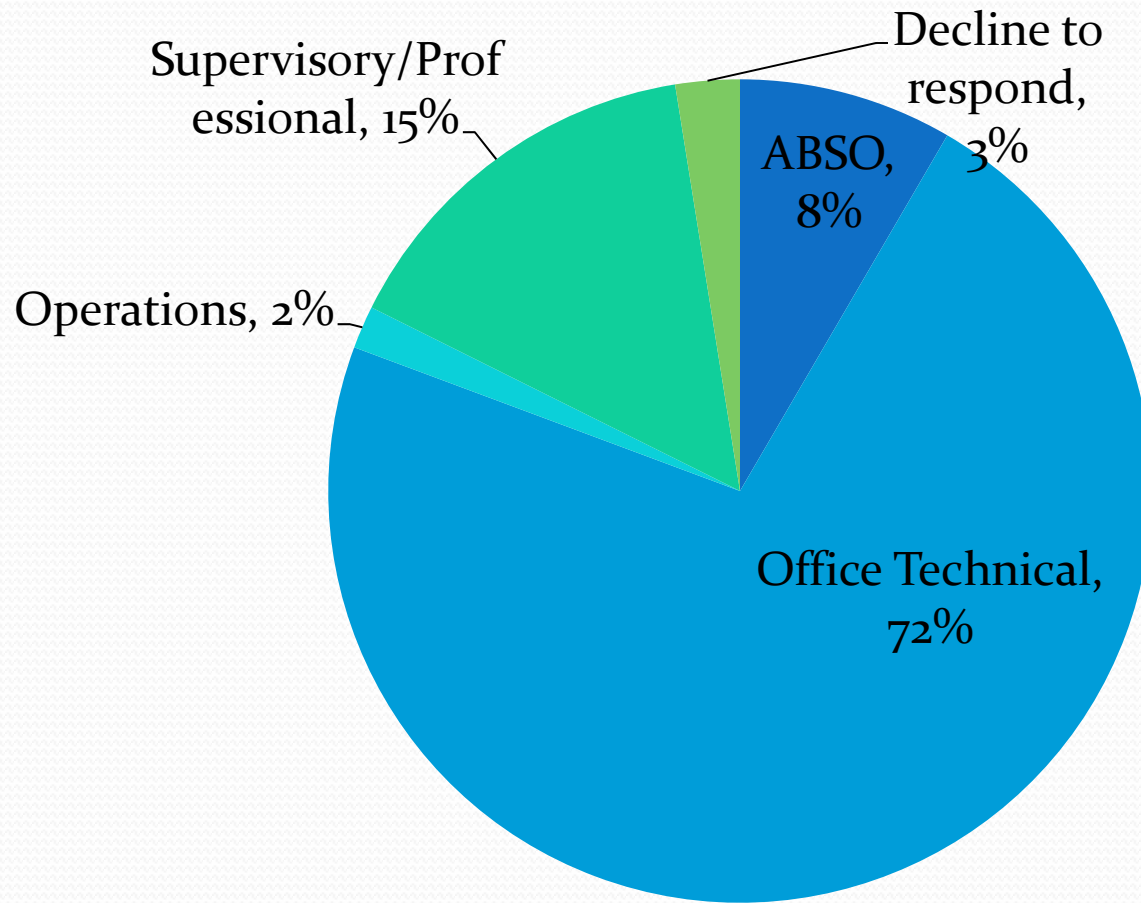
Total  
invitations

199

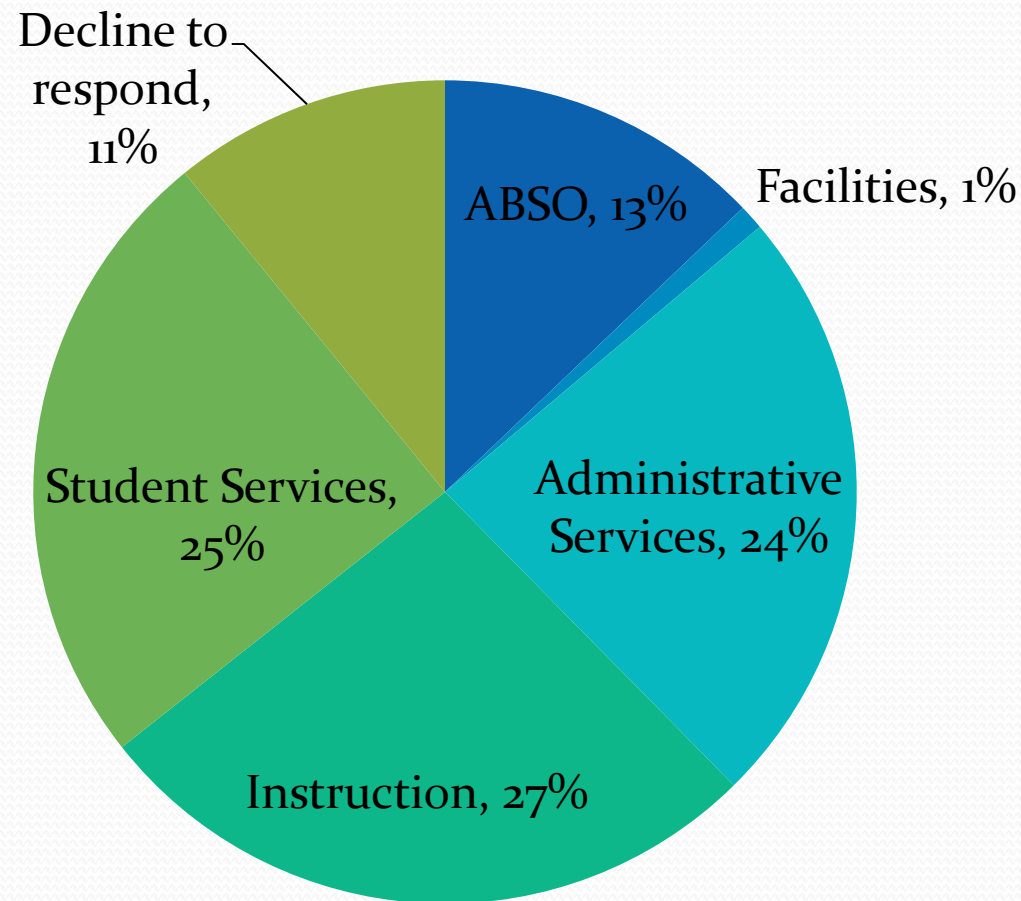
Responses

119

# Employee Unit (n=119)

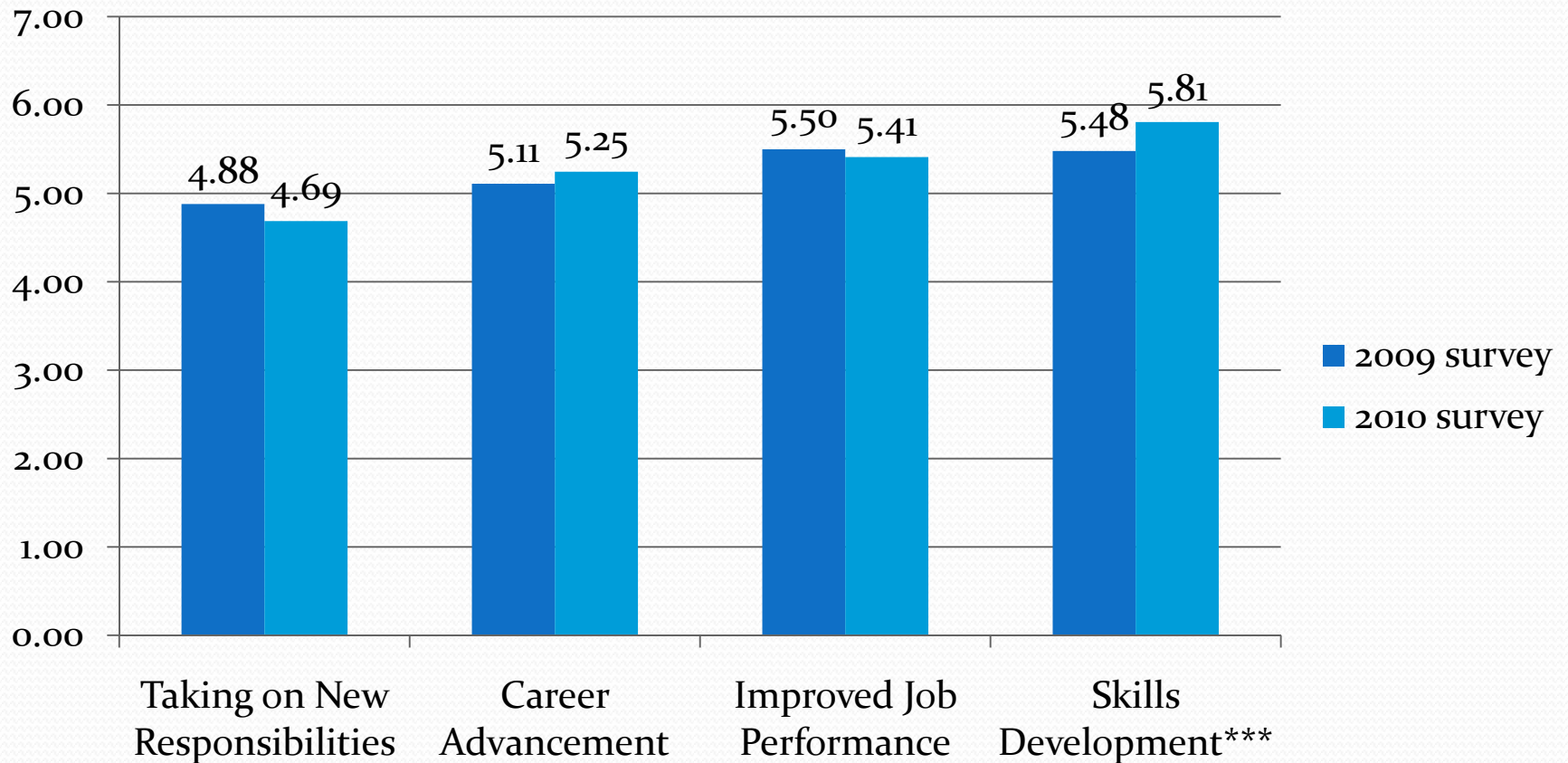


# College Segment (n=119)



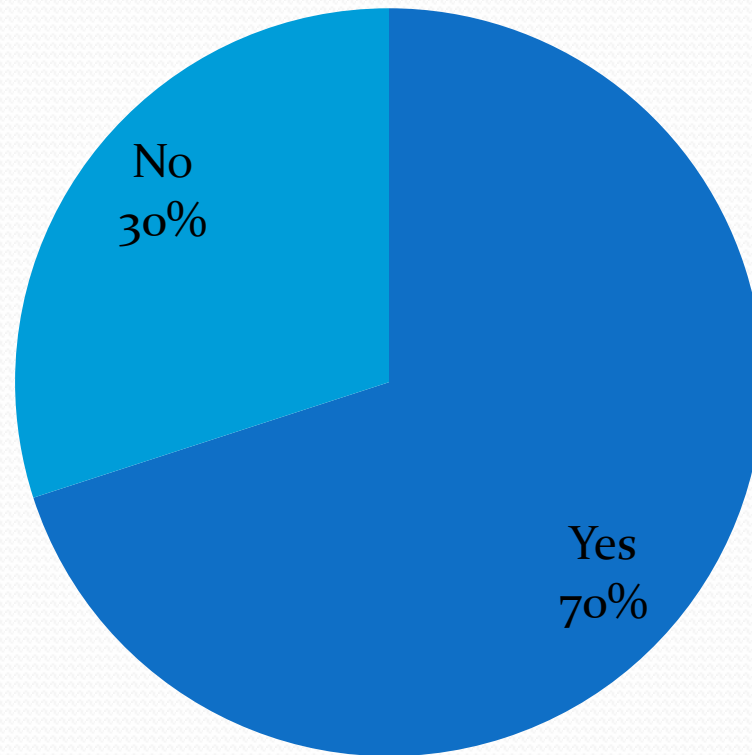
# Importance of Career Goals

(7-point scale)



\*\*\* Denotes statistically significant difference,  $p < 0.05$ .

Did you participate in the Classified Staff Professional Development Conference last year (2010)? (n=119)

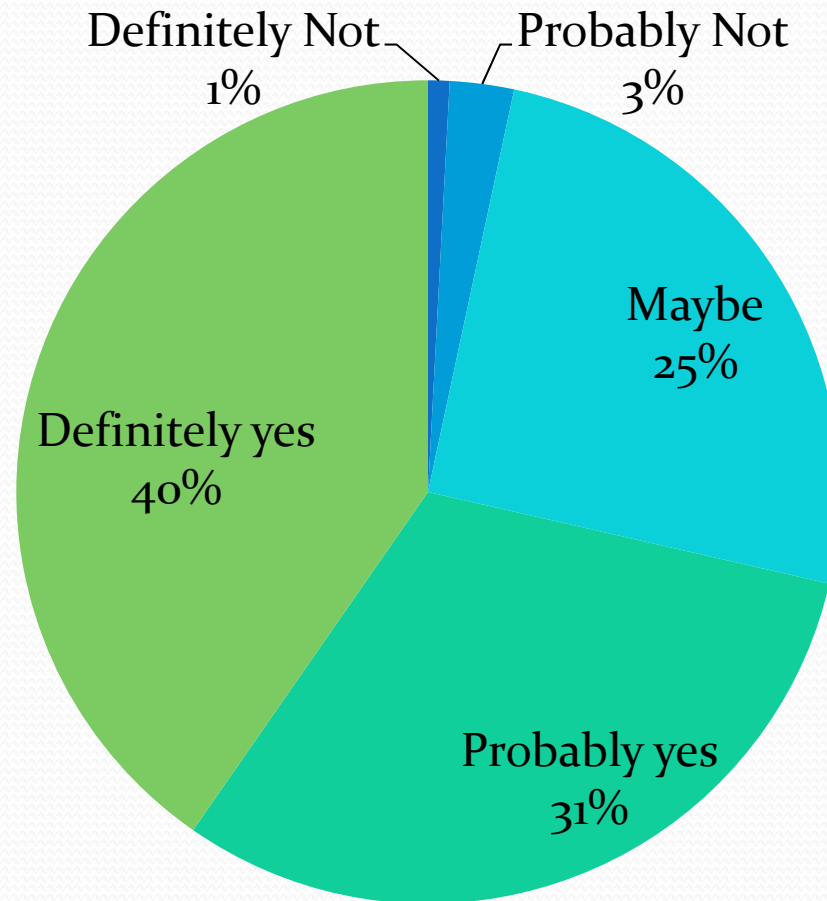




Please select your primary reason for not attending the Classified Staff Professional Development Conference last year (2010).  
(n=36, non-attendees only)

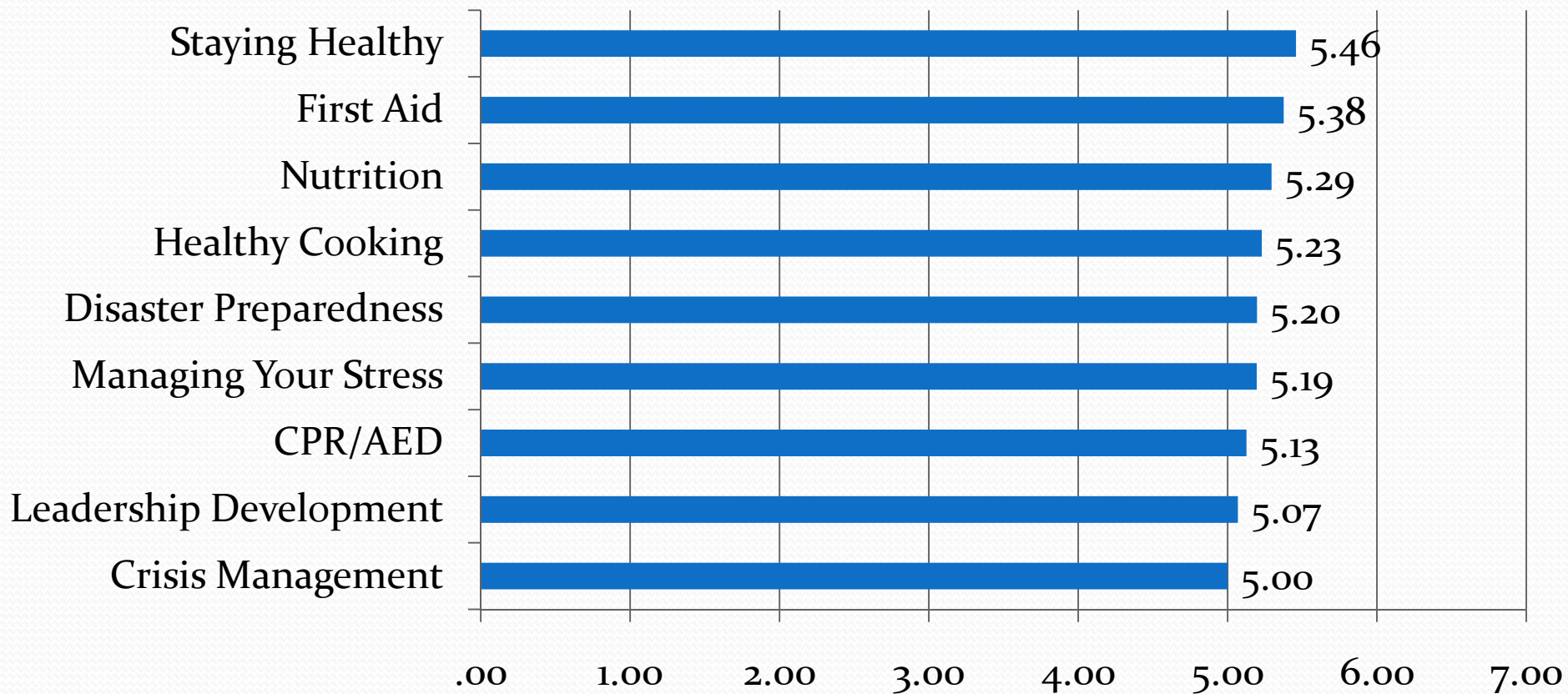
| Response                                                                                                         | #  |
|------------------------------------------------------------------------------------------------------------------|----|
| Scheduling constraints, e.g., other commitments or leaves of absence that coincided with the Conference schedule | 11 |
| Other                                                                                                            | 11 |
| Excessive workload                                                                                               | 4  |
| No interest in attending                                                                                         | 3  |
| Inability to obtain release time from supervisor                                                                 | 1  |
| Decline to respond                                                                                               | 6  |

Will you participate in training activities or events sponsored by Classified Staff Development during this upcoming year (2011)? (n=119)



# Top Skills of Interest

(7-point scale)



# What does all this mean?

Classified Staff want to...

**maintain health and well-being (“stay healthy”)**

Through first aid, nutrition, healthy cooking,  
stress management, CPR/AED

**Be prepared for disasters, develop leadership skills,  
and manage crises**

# 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. Deviation |
|------------------------------------------------------------|-----|---------|---------|------|----------------|
| Staying Healthy                                            | 118 | 1       | 7       | 5.46 | 1.718          |
| First Aid                                                  | 117 | 1       | 7       | 5.38 | 1.750          |
| Nutrition                                                  | 119 | 1       | 7       | 5.29 | 1.772          |
| Healthy Cooking                                            | 118 | 1       | 7       | 5.23 | 1.832          |
| Disaster Preparedness                                      | 117 | 1       | 7       | 5.20 | 1.743          |
| Managing Your Stress                                       | 118 | 1       | 7       | 5.19 | 1.746          |
| CPR/AED                                                    | 119 | 1       | 7       | 5.13 | 1.848          |
| Leadership Development                                     | 116 | 1       | 7       | 5.07 | 1.977          |
| Crisis Management                                          | 116 | 1       | 7       | 5.00 | 1.745          |
| Understanding and Adapting to Styles of Communication      | 115 | 1       | 7       | 4.92 | 1.822          |
| Walking                                                    | 118 | 1       | 7       | 4.86 | 1.918          |
| Professionalism                                            | 115 | 1       | 7       | 4.84 | 1.967          |
| Taking Care of Yourself While Being a Caretaker            | 117 | 1       | 7       | 4.84 | 2.093          |
| Knowing Your AFT Contract                                  | 117 | 1       | 7       | 4.80 | 2.031          |
| Workplace Ethics                                           | 118 | 1       | 7       | 4.76 | 1.938          |
| Microsoft Excel (spreadsheets)                             | 116 | 1       | 7       | 4.72 | 1.928          |
| Business Writing (grammar, format, structure, etc.)        | 119 | 1       | 7       | 4.70 | 2.036          |
| Goal-Setting                                               | 117 | 1       | 7       | 4.69 | 1.914          |
| Team Building                                              | 116 | 1       | 7       | 4.69 | 2.057          |
| Time Management / Project Management                       | 115 | 1       | 7       | 4.64 | 2.018          |
| Diversity: Respect in the Workplace                        | 118 | 1       | 7       | 4.62 | 2.025          |
| Office Ergonomics                                          | 113 | 1       | 7       | 4.60 | 1.930          |
| Conflict Resolution                                        | 117 | 1       | 7       | 4.57 | 1.953          |
| Presentation Skills                                        | 117 | 1       | 7       | 4.53 | 1.950          |
| Customer Service                                           | 114 | 1       | 7       | 4.53 | 2.053          |
| Microsoft Outlook (personal information management, email) | 117 | 1       | 7       | 4.50 | 2.037          |
| Yoga/Pilates                                               | 119 | 1       | 7       | 4.44 | 2.069          |
| Self-Esteem / Positive Self-Image / Behavior Modification  | 116 | 1       | 7       | 4.39 | 2.067          |
| Microsoft Word (documents)                                 | 116 | 1       | 7       | 4.36 | 2.053          |
| Microsoft Access (database)                                | 117 | 1       | 7       | 4.32 | 2.079          |
| Web Design / Maintenance                                   | 119 | 1       | 7       | 4.29 | 2.101          |
| Job Interview Skills                                       | 118 | 1       | 7       | 4.29 | 2.088          |
| Microsoft PowerPoint (presentations)                       | 116 | 1       | 7       | 4.10 | 1.926          |
| Parenting Class                                            | 116 | 1       | 7       | 3.20 | 2.176          |



# Questions, comments, concerns?

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