

2015 Management Survey on Professional Development Needs at Coastline Community College

23

Peter Maharaj

9/8/2015 7:38 AM

Q3 Please check training areas/topics that you would like to see available for one or more of your employees. Check as many as are applicable.

Answered: 23 Skipped: 0

Answer Choices	Responses
Effective meeting management	21.74% 5
Time management	56.52% 13
Project Management	52.17% 12
Handling conflict	60.87% 14
Team Leadership	56.52% 13
Team Building	47.83% 11
Composing professional business communications	34.78% 8
Power listening	30.43% 7
Email etiquette	34.78% 8
Phone etiquette	26.09% 6
Customer service	47.83% 11
Verbal Communication	34.78% 8
Public speaking	13.04% 3
Basic accounting	17.39% 4
Diversity and Cultural Awareness	26.09% 6
Dealing with change	52.17% 12
Emotional Intelligence	34.78% 8
Developing Effective & Accessible Web Content	21.74% 5
FERPA Compliance/Confidentiality	30.43% 7
Title IX (Avoidance and Response to Sexual Harassment & Assault)	21.74% 5
Working with special populations (please specify below)	4.35% 1
Cyber Security—Detect and identify phishing emails, securing passwords—information and computer security awareness	17.39% 4
Total Respondents: 23	

#	Other (please specify)	Date
1	HTML and video production training	11/3/2015 8:15 AM
2	Data Science and Innovation	9/25/2015 9:16 AM
3	The staff in my area needs to know how to interact with students from a range of backgrounds. Who to use Banner & Argos effectively.	9/25/2015 7:53 AM

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Q4 MS Word to:

Answered: 23 Skipped: 0

Answer Choices	Responses
Create, modify and manage a Word document	21.74% 5
Format characters, paragraphs and a document	13.04% 3
Use graphics, shapes, Smart Art and charts to add pizzazz to a document	43.48% 10
Organize information using WordTable and Outlines in Long Documents	30.43% 7
Use Word for reports and research with various reference citing format, Table of Contents and index	34.78% 8
Create and use Word Forms to gather information	21.74% 5
None of the Above	34.78% 8
Total Respondents: 23	

#	Other (please specify)	Date
	There are no responses.	

Q5 MS Powerpoint to:

Answered: 23 Skipped: 0

Answer Choices	Responses
Create, edit and modify presentations	39.13% 9
Use graphics, shapes, SmartArt and charts to add pizzazz to a presentation	56.52% 13
Add transition, animation and multimedia to enhance a presentation	34.78% 8
None of the Above	34.78% 8
Total Respondents: 23	

#	Other (please specify)	Date
	There are no responses.	

Q6 MS Excel to:

Answered: 23 Skipped: 0

Answer Choices	Responses
Organize and share data in lists	34.78% 8
Manage workbooks and work with advanced formulas	60.87% 14
Create charts, graphs and Pivot Tables to interpret and present data	69.57% 16
None of the Above	30.43% 7
Total Respondents: 23	

#	Other (please specify)	Date

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1	Pivot Tables and Dashboard development.	9/8/2015 7:40 AM
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Q7 MS SharePoint to:

Answered: 23 Skipped: 0

Answer Choices	Responses
Store and share documents	52.17% 12
Create department web pages	39.13% 9
None of the above	8.70% 2
Total	23

#	Other (please specify)	Date
1	Create department web pages (radio buttons above, rather than check boxes)	11/2/2015 8:49 PM
2	Work flow and integration to MS Project.	9/8/2015 7:40 AM

Q8 MS Outlook and Calendar to:

Answered: 23 Skipped: 0

Answer Choices	Responses
Compose and read email	4.35% 1
Manage appointments and meetings with Calendar	17.39% 4
Organize email to find easier and faster	30.43% 7
Create, modify and manage contacts and distribution lists (groups)	30.43% 7
Manage high volumes of email	56.52% 13
None of the Above	26.09% 6
Total Respondents: 23	

#	Other (please specify)	Date
	There are no responses.	

Q9 Of the following software programs, please identify those with which your office/unit could benefit from additional training.

Answered: 20 Skipped: 3

Answer Choices	Responses
Adobe Acrobat Professional	45.00% 9
Google Apps (e.g. Docs/Drive)	55.00% 11
Drop Box	35.00% 7
Seaport	10.00% 2

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Canvas	55.00%	11
WebsiteAlive7 (online chat)	20.00%	4
25Live (room scheduler)	55.00%	11
CurricUNET	15.00%	3
Other computer software (Please specify below)	5.00%	1
Total Respondents: 20		

#	Other (please specify)	Date
1	SARS and CIVITAS	9/10/2015 2:58 PM

Q10 If you or your staff need further training in Argos/Coast Reports/Data Cube, please identify the types of reports that you/they will need to generate.

Answered: 16 Skipped: 7

Answer Choices	Responses
Program Review/Annual reporting	81.25% 13
Budget	81.25% 13
Enrollment Productivity	56.25% 9
Human Resources/FLAC	37.50% 6
Total Respondents: 16	

Q11 Please select the Banner modules for which your staff needs training and be sure to expand in the text box below:

Answered: 20 Skipped: 3

Answer Choices	Responses
Banner Student	40.00% 8
Banner Class Schedule	30.00% 6
Banner Finance (Budget, Requisitions & Approvals)	50.00% 10
Banner Employee/Human Resources (i.e. Timesheets)	15.00% 3
Banner Faculty Load & Compensation ("FLAC")	30.00% 6
None of the Above	30.00% 6
Total Respondents: 20	

#	Please explain the functions/outcomes you expect from Banner training:	Date
1	To gain a better understanding of the reports that can be generated in Banner and use them effectively.	9/28/2015 7:50 PM
2	I have never used Banner.	9/10/2015 6:18 PM