2009/10 Survey on Professional Development Training
College Professional Development Committee

1. Are you... 🟢 Create Chart ⬇ Download

		Response Percent	Response Count
Classified Staff		39.3%	44
Faculty		**41.1%**	**46**
Hourly		4.5%	5
Management		15.2%	17
		answered question	112
		skipped question	3

2. How effective has the professional development training provided by Coastline College over the past year been? 🟢 Create Chart ⬇ Download

	Very effective	Effective	Somewhat effective	Not so effective	Not effective	N/A	Rating Average	Response Count
Spring All-College Workshop	10.9% (12)	23.6% (26)	20.0% (22)	7.3% (8)	10.0% (11)	**28.2% (31)**	2.75	110
Summer Institute	29.4% (32)	19.3% (21)	8.3% (9)	0.9% (1)	0.0% (0)	**42.2% (46)**	1.67	109
Learn, Unlearn, Relearn Workshops	13.0% (14)	13.9% (15)	5.6% (6)	4.6% (5)	1.9% (2)	**61.1% (66)**	2.19	108
Leadership Workshops	13.0% (14)	21.3% (23)	13.0% (14)	1.9% (2)	1.9% (2)	**49.1% (53)**	2.18	108
Brown Bag Lunch Workshops	7.4% (8)	22.2% (24)	8.3% (9)	0.0% (0)	2.8% (3)	**59.3% (64)**	2.23	108
						💬 Show replies Comments		25
						answered question		114
						skipped question		1

1

Write-In Replies/Comments for Question 2:

1. I have had a back problem for a couple of years. I can't attend programs that last all day comfortably. I also don't usually go to programs on days when I am not teaching, as I live in Irvine. On days when I teach, I use my energy for my classes. So I have no idea when I'll attend your presentations.

2. I've seen several good offerings but haven't been able to attend so I cannot comment on the content or effectiveness.

3. Training was very effective, but there was not enough time to practice what we learned after the workshop since we were very busy at work.

4. N/A indicates no knowledge (not in attendance).

5. Would like certificates or something that has value to it.

6. Maybe it would be good if departments could group together, as some departments are led by ineffective department chairpersons, or have none at all. In our department, some faculty never come at all, and they are never penalized. They are the ones who need the training the most. Their Seaport and telecourses are pretty bad, but they continue to be hired, regardless of whether they attend meetings or staff development training, or whether their evaluations are bad.

7. Most programs sounded very good, useful---but workload, filling in for others as our leadership "rotated" limited the events I could go to.

8. I'm glad we have so many opportunities for people.

9. The few workshops that I have been to have helped me improve on little things. Some of those workshops talked about how to improve customer service/leadership, but didn't give enough examples and situations that could be applied to the working environment at CCC.

10. While I didn't attend all professional development training listed above, I did attend other more specific training (e.g., board items) and I found the training to be very effective. It was quick and to the point. Gave us the information we needed to learn.

11. I'm very interested in participating in the training and want to find a way to do so given my work situation and the difficulty in leaving work to attend training.

12. I have enjoyed the Summer Institute for 2 years now and my working skills have been improved and my knowledge of the different computer programs enhanced.

13. Offering Brown Bag Workshops are great except you are using your lunch to attend, it's a working lunch.

14. Often the topics of interest and need for faculty are not the same are that for classified and administration. Thought should be given to the actual topic and who needs to participate.

15. I have not attended the ones I marked as N/A

16. unable to attend any but the summer institute so cannot evaluate the other programs

17. Need more computer-oriented training for Word, Excel, Outlook, etc.

18. No sure what the "All-College" Workshop is, but if it is the regular college meeting, no, I don't think it is very helpful in my professional development.

19. The summer institute was very effective. More technology - Seaport

20. Brown Bag lunches are very informative and easy to attend online

21. N/A indicates that I did not attend the event(s).

22. Due to coordinator responsibilities and teaching assignments I have been unable to participate in the Summer Institute, Leadership, etc Please consider having these opportunities taped or maybe available via ccc confer as this would allow us to participate at a distance--for those of us who teach, coordinate, and department chair it is difficult to be offsite--

23. All college meeting is a very busy time and there is so much going on that workshops seem to be more distracting than effective. Other workshops are more dedicated and command more focus.

24. We need to make better use of the All-College Meetings and Workshops. Because we no longer have flex days, we need to include true professional development activities in the All-College Meetings.

25. I didn't find anything that applied to me in any of the workshops offered. I've attended external conferences instead

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3. What circumstances, if any, have prevented you from attending professional development training?   ⬇ Download

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1. I was unable to attend the "generations" leadership talk this fall because of deadlines in our department, but most of the time I have had the opportunity to attend such training.

2. District committees or negotiations

3. No circumstances, the information at times are dated.

4. time of day for these training classes. Would like to see more available in the evening starting 5-6pm

5. See above--I have a back problem which keeps me from sitting for programs where I'd need to sit for long hours and I live in Irvine, so I don't want to travel far for programs on days when I'm not teaching. I also have an aging parent who needs a lot of my time, so I am not too interested in attending extra hours at work.

6. Other teaching commitments

7. Scheduling

8. My schedule.

9. conflicting schedules

10. Subjects, Times offered, and distance from my office

11. Busy schedule, time it was offered

12. Workload; difficult to schedule time away for additional learning.

13. I am a physician and work outside of Coastline

14. Being too busy at work and too many deadlines to make time to go.

15. No time.

16. schedule and need

17. Sometimes it was a conflict with my classes.

18. None

19. Too much interrupt driven work. Under staffed.

20. I have not been allowed to attend the Summer Institute the last couple of years, because of the amount of work in my office. It seems that classified have a harder time getting time away from the office to attend these trainings. Faculty and Management do not have this problem.

21. Time of day.

22. too much work to do to find the time to attend

23. Schedule

24. my schedule.

25. I'm too busy to leave my desk.

26. Simply workload. Too much to do sometimes.

27. Lack of time

28. Too busy at work to be able to get away. Not aware of the "Learn, Unlearn, Relearn Workshops."

29. Busy time of the year!

30. Workload, student needs, deadlines

31. Workload is usually very heavy and not a lot of interest in subject.

32. work demands, the need to be at my desk

33. Sometimes, like the All College workshops, the bookstore is in the midst of rush. Since there are only 3 permanent staff here, one works the morning shift and leaves by 3 p.m., that means the other two are working here in the store.

34. Time to attend

35. Part-time faculty do not have spare earning-power time to lose.

36. I have so much work to do that it is difficult to take time away.

37. Subject not related to my needs.

38. work schedule, meetings, personal schedule, sometimes, these workshops take place during peak times, or times or crucial periods in the semester (e.g. registration, graduation, etc...)

39. Schedule conflicts, especially with other meetings. Also, working on projects in my department which required so much attention that I couldn't get away to attend the training.

40. Too busy at work

41. I work in an offsite location where they are strict about time away from work so most of the time I am

unable to attend

42. My time and scheduling

43. I am part time faculty with a full time job in the private sector. The full time job often keeps me from attending.

44. Time

45. Subjects did not interest me.

46. Just being busy!

47. I have been unable to participate due to lack of supervisor support.

48. Daytime meetings when I have obligations to my full-time job.

49. Working the event and office coverage.

50. Training is at the same time as my classes

51. Office Coverage

52. Time constraints.

53. Location. Garden Grove is the most convenient site for me. Not Costa Mesa, Westminster, and Fountain Valley.

54. just a lot of work and Clients to be seen that I really can't afford to take time out of the office.

55. workload and lack of enough notice of training events so I could not schedule for them

56. Not enough time or inconvenient locations

57. Time conflicts

58. I usually attend the summer workshop; this year for moving at that time from a house to another was the main reason for me. Most of the other workshops are held at day time which I cannot attend, because I teach day time at High School.

59. Crazy work schedule.

60. None. I have been able to attend all workshops that apply to my assignments.

61. The times and dates of workshops

62. Time conflicts with work or personal life

63. Is it possible to offer more online in real time or archived?

64. Schedule and interests.

65. see comment above

66. timing--I'm part-time faculty

67. I prefer shorter workshops. For example, an hour is about right for me. It's hard for me to commit entire

days to things.

68. Schedule

69. Nothing has stopped me from attending.

70. My work schedule is the only thing that prevents me from going.

71. Busy schedule.

72. Other job commitments

73. n/a--I participate in Summer Institute, but most of the other events hold little or no interest for me. I also have no interest in technology workshops that introduce tools that the college is not positioned to implement fully. (What happened to iTunes U? Where are the Wikis and Blogs that were introduced at least two years ago in Summer Institute? And, though the Camtasia training has been great, why can't we upload our own videos to the streaming server?)

74. Scheduling conflicts with other meetings or workshops.

75. Workload

76. We have a small office staff and cannot leave the office unattended due to the Disabled Students' needs.

77. Internal training is too basic

78. Workload

4. What training topics or skills do you think would help improve the effectiveness of our institution? ⬇ Download

1. More online programs. Coastline is becoming a relic of outdated technology.

2. intro classes using the computer as a learning tool for all types of classes for faculty.

3. Retention secrets.

4. More SQuiD training

5. More online webinars that can be accessed at any time.

6. How on-line content and its delivery can be improved to use computers (C.B.T.) as something more (i.e. A.I.) than an electronic textbook.

7. How to get my students involved to receive Student Success Services that is applicable to my course content.

8. Technology, student service

9. Computer classes- whether they be refreshing or introducing programs to us.

10. Interdepartmental communications, conducting needs analysis BEFORE changes are implemented to determine how the employees involved will be affected, improving and streamlining operations within, and especially between, departments.

11. Time Management, Access & Excel Training - ongoing, Language training - ongoing

12. Microsoft office - Outlook, Word, Excel, Access

13. How to implement a college-wide effort to improve student success

14. I would like to have more training in PowerPoint.

15. Leadership

16. Forethought and better planning in projects. Inclusive communication of all departments that are involved in any manner of the project. Someone's lack of planning should not become some else's emergency.

17. Quality of distance learning courses. How to improve these courses. Ideas to improve.

18. minutes taking workshop (which is being offered in January), advanced Microsoft suite, customer service training, how to deal with difficult people workshops, effective email communication, how to hold a more effective meeting that's efficient and effective.

19. Tips for Microsoft Office products - helpful hints and tips

20. understanding our students.

21. basic graphic training for staff (building your own flyers, using the logo correctly, how to turn a PDF into an interactive PDF form, etc.)

22. Emotional intelligence appears to be highly correlated with effectiveness, especially for managers.

23. How to motivate on-line students

24. Time Management. With less workers and more workload, effective time management skills are very important. Also, how to organize/handle large amounts of email. I'm sure everyone could benefit from some "time savers" to work more efficiently regarding all the emails that we all receive. Another topic - Microsoft Office help/tips/shortcuts for Word, Excel, PowerPoint, Outlook and Access.

25. Need professional techniques on conflict resolution with difficult/stressed/disturbed students; stressed out frontline staff having difficulties with each other

26. anything that would help streamline/modernize office procedures

27. Learning to use Seaport.

28. sustaining a positive climate during difficult times.

29. Budget explanations, contract comparisons, and "think tanks" that address Coastline's problems.

30. getting more faculty updated including adjunct faculty more trained on using technology and updated on important CCC dates.

31. Conflict Management; How to Deal with Angry Students, Public; How to Remain Calm in Stressful Situations; How to Deal with Change.

32. team building exercises, stress management skills, customer service skills. I think these skills will be sorely needed during the anticipated upcoming year(s) in handling added demands with fewer resources.

33. Workshops on working with frustrated and disgruntled customers.

34. Leadership, conflict resolution, team skills, enhancing relationships with difficult people

35. Leadership, interpersonal relationships and communication.

36. Multi-cultural/diversity training

37. Excel, Outlook, PowerPoint. I get tired of teaching people how to add a column in Excel and cannot seem to express to them that Excel won't make an error if the formula is correct. Their hand calculations and calculator and keying will and has created errors. Unfortunately, I sent a staff member to Excel classes at Coastline and the instructor only covered the first 3 chapters of the textbook. That's hardly the level of understanding I need from people. It's also frustrating to have to teach people how to save files, open files or attach files to e-mails. I'm really ready for the Luddites to move on out of academia.

38. Customer service skills are sorely needed, especially in the registration department. No one ever answers the phone and I get complaints from students all the time.

39. Offer hands-on skills training on new software programs and provide additional advanced training on frequently used software programs, i.e. Office 2007, Snag-it, Adobe and SharePoint.

40. More hands on computer based workshops

41. Personality types of workshops, getting to know yourself, similar to the Generational Differences workshop.

42. keep us trained with the latest I.T. technology.

43. Quality processes; team building activities tied to goals of the work unit, personality inventories such as Myers Briggs, True Colors, Workplace Personality Tests

44. More training for support staff and faculty on the Microsoft Office Suite. Too many people at this campus are still clueless about using Excel for lists (filter and A-Z functions) and formulas, and with the entry of Banner more people need to be training on how to use .csv, word and excel files to conduct a mail merge.

45. N/a

46. I am open for any teaching related methods, especially online and any that deals with technology.

47. Love the technology institute and have attending for the last 3 years. Anything to do with distance learning technologies are what I like.

48. Continue with our excellent program in place.

49. More technology, Seaport training, Excel training

50. Greater training on basic pedagogical skills

51. Student Learning Outcomes, Windows 7, Microsoft Office 2007, Web 2.0, college wide wiki, blog, podcast and conferencing products

52. universal design

53. Faculty matters. The Rubrics are a good example.

54. more computer classes; more info on effective curriculum development techniques

55. Cultural diversity, age/gender/racial discrimination issues

56. Twitter and Facebook are becoming main stream to students. It is essential that we know how to use them effectively.

57. Need email, Microsoft Office, and Adobe Acrobat skills training; most faculty and staff have no clue about how to use anything other than the most basic features.

58. Team Building, time-management, understanding Web 2.0 and how it may help us (both in classroom, marketing and offices)

59. Surviving in tough times, restructuring to determine the priorities

60. Not sure, sorry.

61. most staff and faculty need basic Microsoft Office training and Outlook training

62. Cohesiveness

5. What would be your preferred method for having professional development training delivered?			Create Chart 🔽 Download		
	Prefer	Neutral	Don't Prefer	Rating Average	Response Count
Online or video (self paced)	52.0% (53)	30.4% (31)	17.6% (18)	1.66	102
Online or video (facilitated)	32.0% (33)	50.5% (52)	17.5% (18)	1.85	103
Face-to-face (with group facilitator)	65.1% (69)	26.4% (28)	8.5% (9)	1.43	106
Blended / hybrid learning (some combination of the above)	41.0% (41)	48.0% (48)	11.0% (11)	1.70	100
			💬 Show replies Other (please specify)		10
				answered question	114
				skipped question	1

"Other" Write-In Replies/Comments for Question 5:

1. CD

2. You learn more when you are allowed to attend a training and have face-to-face contact. There is more interaction between the attendees and more breaking up into groups. This cannot be done online or in a video, where you would get the same benefits.

3. I would never get around to doing the self-paced ones since I have too much work to accomplish in one day.

4. There isn't an area to view these, and there isn't enough time to attend the training.

5. any and all are beneficial if I can carve out time to do it.

6. I prefer face to face but as mentioned above, unable to attend. Having the opportunity to participate via video is fantastic!

7.	Offer a three hour hands-on workshop monthly. In order to accommodate office coverage offer the training in two sessions - once in the morning and once in the afternoon.
8.	Some resources should be available after the training event and not as a video but as a clear and well-designed data base driven web page for both existing and new staff to mine for information. This could be reports from folks who travel for professional development, web links, ezines, professional sites folks might want to join for their resources and to make contributions to, etc.
9.	CDROM Video.
10.	I usually make every possible effort to attend workshops and enjoy all means of delivery. I have no preference. Everyone has advantages.

6. How often would you take advantage of professional development training offered by the college?   🟢 Create Chart ⬇ Download

		Response Percent	Response Count
Monthly		27.4%	31
Quarterly		28.3%	32
Every semester		**38.9%**	44
💬 Show replies Other (please specify)		20.4%	23
	answered question		113
	skipped question		2

"Other" Write-In Replies/Comments for Question 6:

1.	I would like to attend monthly training, but it is difficult to have staff out of the office that frequently.
2.	Not sure, due to the factor above.
3.	On-line 24/7!!!
4.	depends on the office coverage.
5.	as needed
6.	Offered at the College Center
7.	as often as possible due to schedule
8.	When able to attend
9.	Would appreciate some input into time offered and/or ability to close office for awhile
10.	If my workload permitted.
11.	Quarterly if online, otherwise not at all.

12.   if online

13.   it would depend on my schedule, and the schedule of the college

14.   Try to take advantage of training opportunities as announcements are made. Glad to see that Coastline supports internal, professional training.

15.   short sessions focusing on one topic.

16.   As often as time would permit if topic was relevant to my position or if I was required by a supervisor to attend

17.   every 6 months.

18.   As needed.

19.   Every year

20.   When it is a topic of interest to me, any time of year.

21.   Frequency would depend on whether or not the training offered anything of value to me.

22.   Not able to in current position

23.   Only have attended external training

7. What times would you prefer to take/attend/offer professional development training?		Create Chart Download	
		Response Percent	Response Count
Morning		40.5%	45
Lunchtime		25.2%	28
Afternoon		48.6%	54
Show replies Other (please specify)		26.1%	29
		answered question	111
		skipped question	4

"Other" Write-In Comments for Question 7:

1.   after 5-6 pm

2.   evenings, Fridays, weekends

3.   On-line 24/7!!!!

4.   it depends on my schedule

5. It's difficult since I am off-site

6. Depends on the day and which days I'm teaching.

7. Offered at the College Center

8. No Fridays, please!

9. No preference on days/times. My attendance just depends on how busy I am.

10. Fridays

11. Sensitivity to college schedule. Please avoid peaks for student demand e.g. first days of term etc.

12. Mid-morning. 10 - 1

13. Fridays

14. breaks, after work if online

15. unsure at this time

16. Willing to come in on a weekend or evening...yes, the training is that good!

17. Late afternoon

18. I think it would be beneficial to have a specific time set aside for trainings, so that it could become part of the pattern of our work schedules. Every Friday from 10:00 a.m. to Noon on the 3rd Friday of the month, for example. Then if must be a rule that not meetings are schedules for that time.

19. make it an all day event.

20. Depends on the day.

21. After 3:00 PM.

22. on demand or asynchronously

23. Mornings are best for me.

24. self-paced

25. Anytime other than lunch time is good for faculty. Lunchtime breaks the flow of the day. It may be good for staff, but not for faculty.

26. evenings, weekends

27. Fridays: AM or PM

28. Not able to in current position

29. no preference

8. Would you be interested in having professional development training on any of the following subjects?   🔴 Create Chart ⬇ Download

		Response Percent	Response Count
MyCCC / Luminis / Banner	▭▭▭	34.6%	37
Email (e.g., Outlook or OWA)	▭▭▭	28.0%	30
Seaport	▭▭▭	27.1%	29
Windows 7	▭▭▭	37.4%	40
Microsoft Office 2007 (e.g., Word, Excel, Access, Power Point)	▭▭▭▭	**53.3%**	**57**
Department specific skills (e.g., forms, procedures, etc.)	▭▭	18.7%	20
Soft Skills (e.g., job behavior, customer service basics, power listening, business email fundamentals, business verbal communication, business phone etiquette, or business written communication)	▭▭▭	35.5%	38
💬 Show replies Other (please specify)	▭▭	22.4%	24
	answered question		107
	skipped question		8
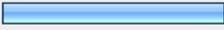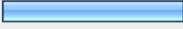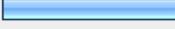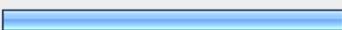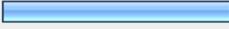
"Other" Write-In Replies/Comments for Question 8:

1. We need to focus on using technology in education (work smarter, using Smart Technology, using the tools that our instructors already have (tablets)).

2. I understand the college is finally getting share point services. THANK YOU. Finally a progressive step. Start a program on this.

3. ESL methods and games and techniques for the classroom. Bring CATESOL presenters to Coastline.

4. How to develop real time labs on-line using LabVIEW.

5. Working with specific populations, process improvement, leadership training

6. Skills that increase your value as an employee to your department. Learning a new set of skills that would benefit your department.

7. http://www.elementk.com online courses in IT for Computer Services.

8. Emotional intelligence, as noted above

9. Same as listed above-- Time Management. With less workers and more workload, effective time management skills are very important. Also, how to organize/handle large amounts of email. I'm sure

everyone could benefit from some "time savers" to work more efficiently regarding all the emails that we all receive. Another topic - Microsoft Office help/tips/shortcuts for Word, Excel, PowerPoint, Outlook and Access.

10. Adobe Acrobat Professional

11. none of the above at this time

12. While I know the basics of MS Office 2007, I feel there are more advanced tools that maybe I am missing out on. The department specific skills on forms are helpful in such areas as Independent Contract Agreements, Board Items, taking minutes, completing personnel action forms, non-instructional assignments, conference and travel requests, etc...

13. Presentation skills

14. Publisher, Adobe Acrobat

15. More information directly related to the needs of faculty such as writing curriculum, student retention, student learning styles, latest developments in classroom technology, latest developments in on-line technology, etc.

16. always keep us informed on all the new courses and classes that are being offered

17. Get top Leadership involved in promotion and execution of programs; have them note folks who are using the training in positives ways at work to encourage others, including managers, to support and get involved with delivering and participating in professional development. It would be excellent if the top leadership of the college would offer quarterly Town Hall meetings with the agendas and handouts published at least two weeks in advance so that as changes are coming people can contribute to possible solutions and feel they are a part of the positive changes that must come.

18. All Distance Learning related technology workshops and effective teaching workshops - teaching strategies, etc.

19. Pedagogical skills

20. curriculum development; effective online teaching techniques

21. I do not prefer training sessions that offer little learning. They make me think that I know it all, whereas they are hardly introductory.
I would like to learn Flash.

22. - Recording audio on an iPod, editing it, and uploading it to a streaming server--would like a real hands-on workshop that goes through the whole process.
- For Windows 7, I'd be interested in a workshop on upgrading home computer.
- Office 2007? How about planning training on Office 2010, including the Office 2010 Web apps.

23. Security training.

How to do evaluations. This would be helpful for supervisors, Department Chairs and faculty evaluation teams,

24. Not able to in current position

9. What can your College Professional Development Committee do to encourage all Coastliners to take advantage of training opportunities?	Download
	Response Count
Show replies	62
answered question	62
skipped question	53

1. Discuss topics with the Management team meetings before the announcements are sent out. Maybe more managers would attend and be more supportive of sending staff.

2. Bridge office practices to technology. Apply the knowledge to something we can apply to make our lives more productive, stop wasting money on silly projects like flying around in a virtual word, such a waste.

3. offer some of these classes year round even when classes are not in session.

4. I'm not sure that money should be spent in this way at this time, when jobs are possibly at stake. I'd say put all that effort and money into keeping our classes going rather than pushing this subject right now. But the bottom line is that if the presentation is interesting and humorous and offers things teachers can immediately put to use, they will come. Combine your efforts with CATESOL.

5. I think all is being done. You can lead a teacher to class but you can't make him think.

6. Schedule training during work hours.

7. more online seminars

8. Produce training that is interactive using Artificial Intelligence.

9. Make the content part of their course hours.

10. This survey is helpful. Give advance notice of training. Offer incentives.

11. Have managers support us doing so, with perhaps an email saying so.

12. Improving accessibility by offering different methods of learning and a variety of times and locations

13. early and frequent announcements

14. Offer topics that will enhance instructional effectiveness at the All College meeting (or convert the All College meeting to a faculty meeting).

15. I'm really not sure. I have seen the flyers announcing some of the training and I've been guilty of ignoring them. Sorry. But I did find the Summer Institute very helpful.

16. College or certificate programs.

17. Don't offer the training at LeJao where the parking is so-so.

18. Have some of the training of CCC, etc. We always have it at Garden Grove and Le Jao. It is harder for employees to attend when it is always at another campus.

19. Encourage those who attend training to talk it up in Senate newsletters- tell what they have learned and how they are applying it in their classrooms.

20. Have two identical training workshops so that the staff and rotate and still cover office.

21. Have training set up at remote locations

22. advertise early so we can make schedule arrangements.

23. I think pointing out how 'learning more' will in the long-run make everyone's life easier; more efficient. In these times of budgetary 'stay tuned', being more efficient helps everyone.

24. raffle prizes for attendees? Certificate of attendance (for their portfolios)

25. Continue promoting all opportunities. And maybe work with managers to develop a more systematic way for them to encourage their employees to participate. Make it part of performance appraisals.

26. Present topics that will be useful in promoting best teaching practices.

27. At this time it would be impossible to determine.

28. Work with the calendar not to compete with other activities, demands

29. make it as easily accessible as possible

30. Make sure they're offered at various times so that all can take advantage of them.

31. the Am/PM workshops help maximize opportunity

32. offer them during slower periods of the semesters, offer them in many CCC sites for more flexibility of options, extend the workshops to shorter hours more days. break workshops down (instead of a whole hour day workshop, maybe break it into 4 days 2 hour periods etc..) this could help people be more updated again, and not have to block out a whole day, where they can arrange for slots of days in between.

33. Provide flexible training times. Archive or provide access to be able review the training presentation or materials at a later date. Maybe explain how the training can benefit the individual. Too many times we attend training without knowing what it is going to be about and then leave the workshop wondering what we learned and how does it benefit or apply to me.

Get more buy-in from management to support and encourage their staff and faculty to attend. Encourage management to attend training as well.

34. We are going to be pressed for time and resources - work together to figure out how we can maintain training with less people covering our departments. Some departments down to two people so it is difficult to attend workshops, much less college-sponsored events such as the All College meetings or Spring BBQ.

35. Strongly encourage managers to send key staff for training.

36. Work with management of the sites so they see the value of staff wanting to take advantage of training, encourage staff to do so and be less focused on the fact that they are missing time from the job.

37. The more the training focuses on building a set of skills that benefit the staff, the more they will participate. i.e. develop a program that focuses on multiple skills training recognized by the college for professional advancement.

38. Just what you have been doing, by letting all Coastliners know by email announcement about the training

opportunities available.

39. Tie proficiency on computers with performance evaluations.

40. Encourage supervisors to let staff participate. Maybe they need an incentive program to let employees attend.

41. Offer hands-on training on software programs varying from intermediate to advanced.

42. If the college can afford it - hire someone from inside the college to teach a class and ask if the attendees would contribute $10 each as a stipend to attend the session and pay the person who is teaching the class. Someone who is not necessarily an instructor but has the skills (someone like Shawn Mann or Isaiah Aguirre).

43. Perhaps work with department chairs to coordinate times that would be good to have trainings.

44. For me, to be offered in Garden Grove with hours that will start after 9am and end no later than 4pm

45. Make the supervisors send us to the training and make it mandatory.

46. Have information communicated on Blue Ribbon Mgmt Team Meeting agenda so that manager's are more aware of training sessions and can encourage staff to attend. (Sometimes it is nearly impossible to get through all of the college-wide emails and the announcement may be over-looked.)

47. Have it available after 3:00 PM.; Saturdays, or Summer time.

48. Pay me!!

49. Current emails to maintain information flow are excellent.

50. Offer them at convenient times and the free lunch is always nice.

51. Incentives - college bookstore bucks or credits? Equipment, software, products. Remind them staying current moves them forward :)

52. Coastline is a pretty lean organization, so it will be a challenge to get big numbers; people are just really, really busy. However, keep doing what you do; these are valuable training opportunities for those who can participate.

53. Provide some incentive to participants.

54. Cash and prizes are always great!

55. I wish I could enroll in certain graphics and web courses offered by the college and not pay for them. This opportunity will help me master what I want to learn in a full course. Perhaps faculty may be asked to get permission from the teacher. I think this will be better than attending short sessions.

56. Offer them on evenings and weekends

57. Could use more appealing titles for workshops and better descriptions. Titles and descriptions should have some pizzazz and focus on how the skills would benefit the person. Too many of our faculty and staff have no idea what most of the common software applications can really do and how acquiring some more-advanced skills could make their lives easier and allow them to produce more professional-looking work.

58. Discuss the topics with management team before announcing the workshops and include management approval. Too often the managers do not hear about the topic until the flyers are sent out and staff do not always get approval to be out of the office.

59. It is very tough to have everyone take advantage of training as time just doesn't provide the luxury and people won't take advantage of training unless the subject is super interesting to them.

60. It's a difficult task.

61. You're doing a great job!

62. remove option of not attending