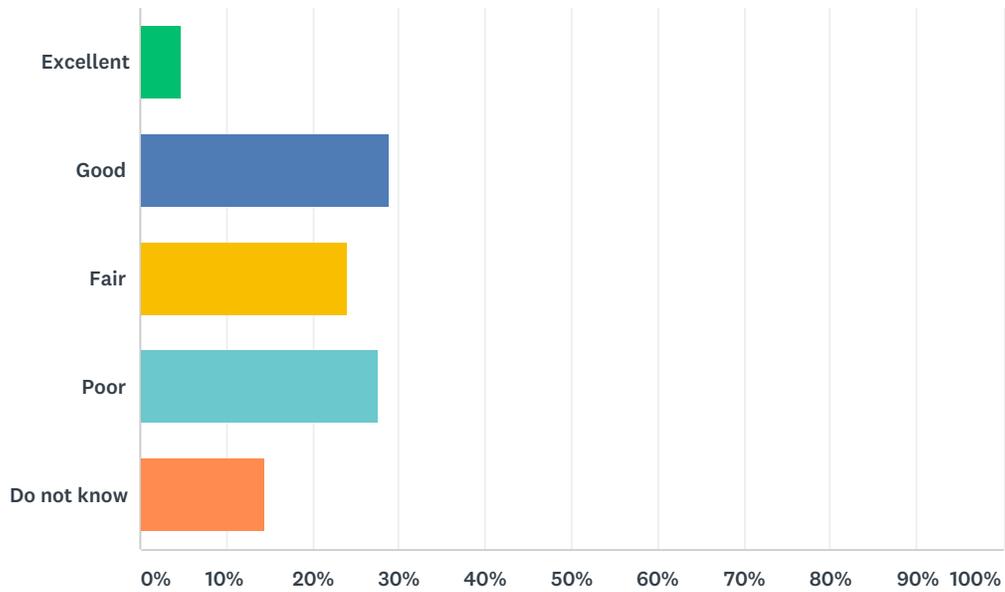


Q1 Overall, how would you rate Classified Professional Development on campus?

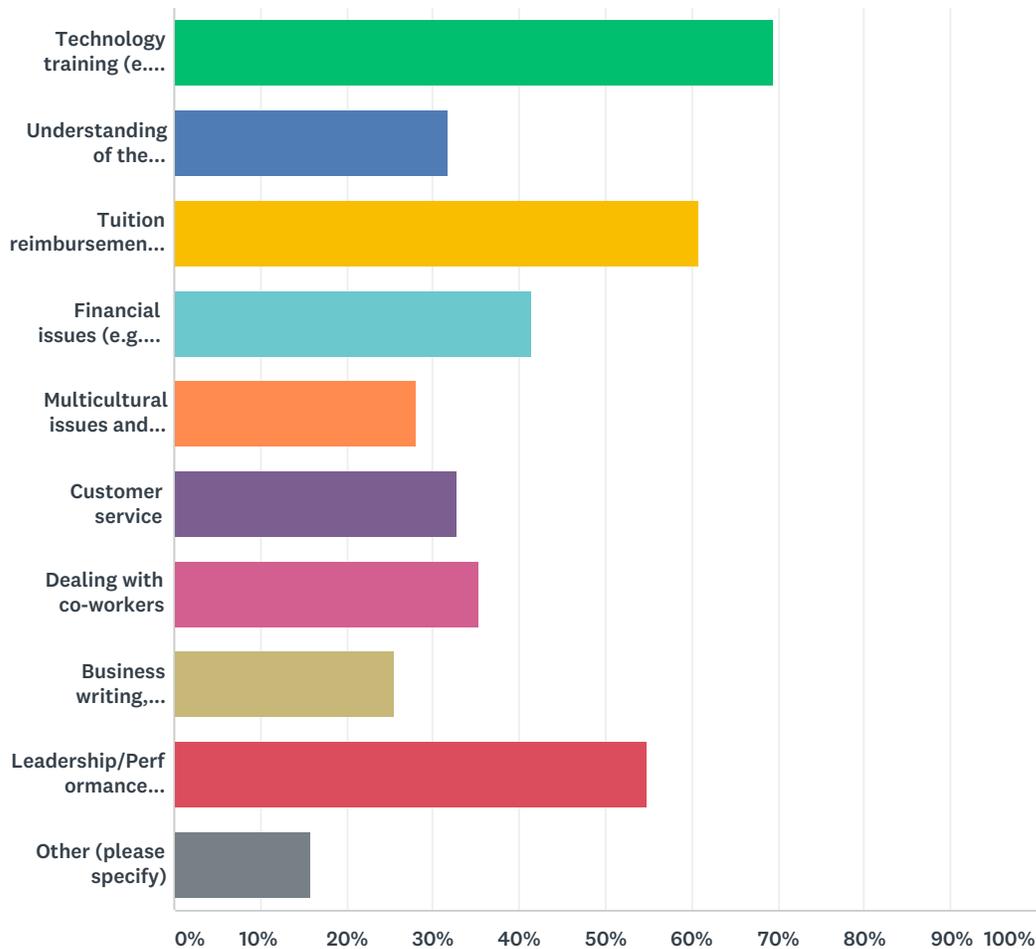
Answered: 83 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	4.82%	4
Good	28.92%	24
Fair	24.10%	20
Poor	27.71%	23
Do not know	14.46%	12
TOTAL		83

Q2 What kinds of professional development topics would you like to see offered? (Mark all that apply)

Answered: 82 Skipped: 1



ANSWER CHOICES	RESPONSES	
Technology training (e.g., computer skills, Microsoft programs)	69.51%	57
Understanding of the structure and goals of shared governance	31.71%	26
Tuition reimbursement, MOS Training; resources on campus and in the district	60.98%	50
Financial issues (e.g., saving for retirement, dealing with debt)	41.46%	34
Multicultural issues and diversity (e.g., understanding our student population)	28.05%	23
Customer service	32.93%	27
Dealing with co-workers	35.37%	29
Business writing, grammar	25.61%	21
Leadership/Performance Trainings or Workshops	54.88%	45
Other (please specify)	15.85%	13

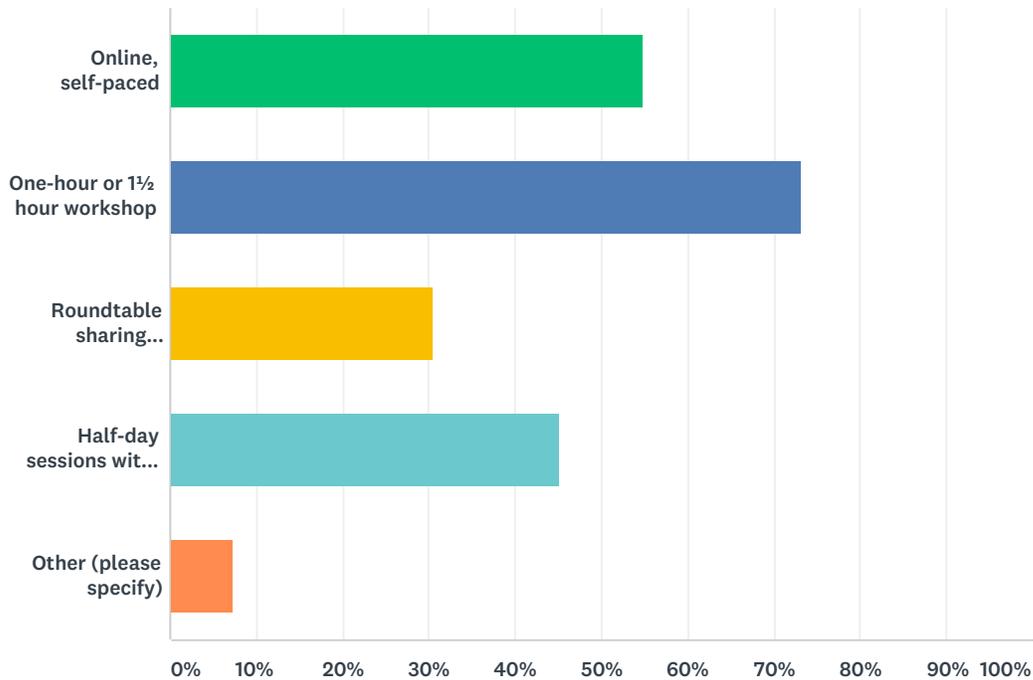
Professional Development Needs Survey – Staff Spring 2018

Total Respondents: 82

#	OTHER (PLEASE SPECIFY)	DATE
1	Adobe Suite and Preparing ADA Compliant Documents	5/11/2018 8:01 AM
2	nettique (proper email ettiquete)	5/10/2018 1:21 PM
3	District Career Advancement	5/10/2018 12:19 PM
4	Various Specialized Job Skills for obtaining promotions	5/10/2018 12:06 PM
5	N/A	5/10/2018 10:35 AM
6	N/A	5/10/2018 10:33 AM
7	Upward Mobility - Occupation Advancement	5/3/2018 12:01 PM
8	Teaching office staff how to be more productive and organized with their workload. Time management and organizational techniques.	5/2/2018 7:18 PM
9	Section 508 compliance for PDF and forms	5/2/2018 3:21 PM
10	Career Guidance, Lateral Transfers, Continuing Education !	5/2/2018 3:21 PM
11	Clifton Strength Finders Assessment,How to Motivate your employees/Employee Engagment, Teambuilding	5/1/2018 4:39 PM
12	1) The role of classified staff in Program Review, Self-Study, Accreditation, Institutional Plans 2) The role of classified staff in Guided Pathways 3) The role of Student Services in Guided Pathways	4/27/2018 2:40 PM
13	health and wellness	4/27/2018 2:35 PM

Q3 How do you prefer to participate in professional development? (Mark all that apply)

Answered: 82 Skipped: 1

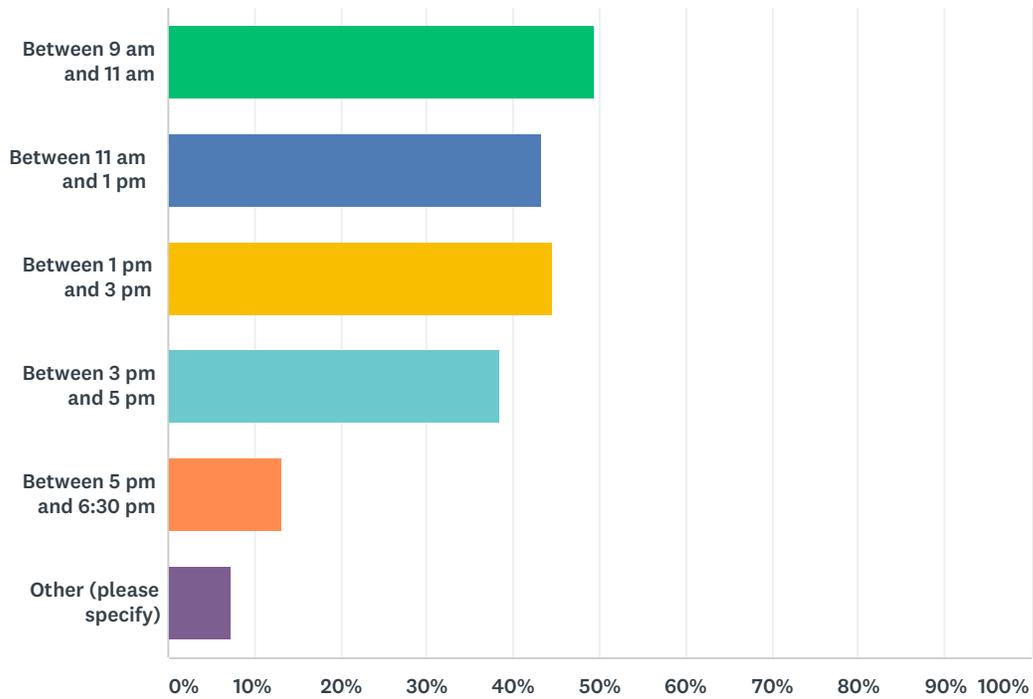


ANSWER CHOICES	RESPONSES
Online, self-paced	54.88% 45
One-hour or 1 1/2 hour workshop	73.17% 60
Roundtable sharing sessions, discussions	30.49% 25
Half-day sessions with several workshops (e.g., Staff Enrichment Day, Tech Fest)	45.12% 37
Other (please specify)	7.32% 6
Total Respondents: 82	

#	OTHER (PLEASE SPECIFY)	DATE
1	Series of on-going workshops; for example 45 minutes a week	5/11/2018 8:01 AM
2	N/A	5/10/2018 10:35 AM
3	N/A	5/10/2018 10:33 AM
4	Conferences	5/2/2018 4:15 PM
5	Tours to other LACCD Campuses to visit model programs	5/1/2018 4:39 PM
6	Not everyone can get away from work so offer after hours or require Managers to let us participate.	5/1/2018 11:44 AM

Q4 What are convenient times for you to attend a workshop? (Mark all that apply)

Answered: 83 Skipped: 0

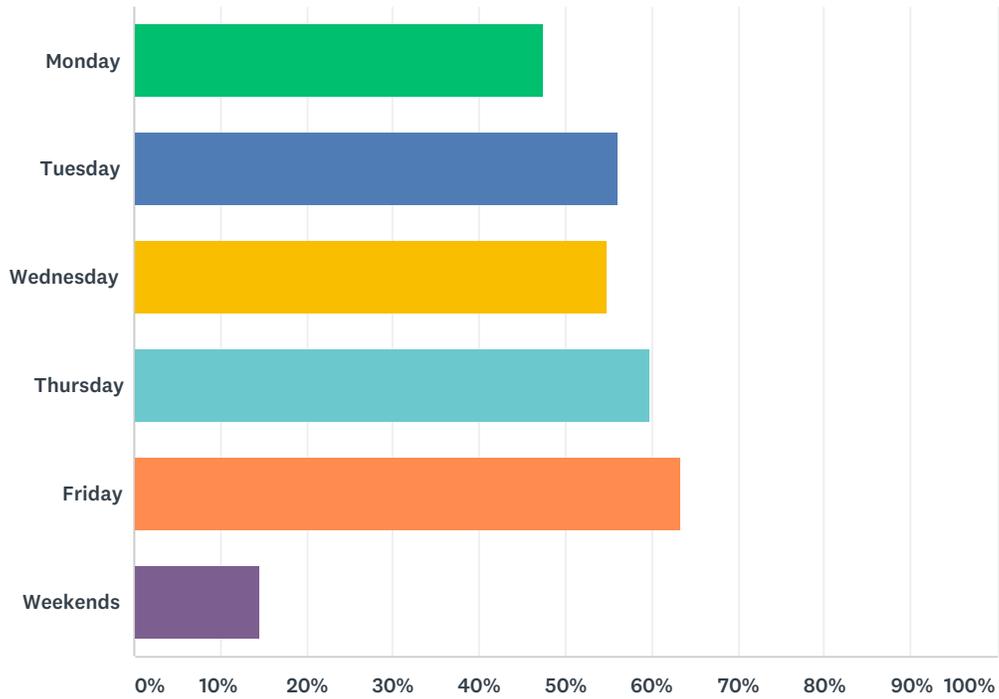


ANSWER CHOICES	RESPONSES	
Between 9 am and 11 am	49.40%	41
Between 11 am and 1 pm	43.37%	36
Between 1 pm and 3 pm	44.58%	37
Between 3 pm and 5 pm	38.55%	32
Between 5 pm and 6:30 pm	13.25%	11
Other (please specify)	7.23%	6
Total Respondents: 83		

#	OTHER (PLEASE SPECIFY)	DATE
1	N/A	5/10/2018 10:35 AM
2	N/A	5/10/2018 10:33 AM
3	weekends (if compensated)	5/2/2018 4:15 PM
4	Saturday and Sunday.	5/2/2018 3:21 PM
5	weekends	5/1/2018 11:44 AM
6	Weekends perhaps....	4/27/2018 2:34 PM

Q5 What days do you prefer to attend workshops? (Mark all that apply)

Answered: 82 Skipped: 1



ANSWER CHOICES	RESPONSES	
Monday	47.56%	39
Tuesday	56.10%	46
Wednesday	54.88%	45
Thursday	59.76%	49
Friday	63.41%	52
Weekends	14.63%	12
Total Respondents: 82		

Q6 Is there something you would like Classified Professional Development to provide that it does not currently offer?

Answered: 30 Skipped: 53

#	RESPONSES	DATE
1	no.	5/10/2018 2:05 PM
2	Perhaps more information how funding and policy changes impact our campus.	5/10/2018 1:21 PM
3	Nope.	5/10/2018 1:00 PM
4	no	5/10/2018 12:57 PM
5	Morale workshops, given how classified are treated by select Administrators.	5/10/2018 12:42 PM
6	MOS training workshops.	5/10/2018 12:28 PM
7	If we can get access on our laptop to practice excel in order to take mos exam.	5/10/2018 12:25 PM
8	District Career Advancement	5/10/2018 12:19 PM
9	No training was provided.	5/10/2018 10:37 AM
10	Web Design. Accountant.	5/10/2018 10:32 AM
11	N/A	5/10/2018 10:31 AM
12	out of town conferences	5/2/2018 4:15 PM
13	IDK	5/2/2018 3:31 PM
14	I would like a laptop we can check out to prepare for MOS exams.	5/2/2018 3:21 PM
15	MOS training sessions and informational links to guarantee higher pass rates.	5/2/2018 3:20 PM
16	Information on how to advance in the district. Highlighting what "tests" are given, what are they looking for?	5/2/2018 2:13 PM
17	Classified Professional Development Coordinator	5/2/2018 2:09 PM
18	Career Guidance (short & long term goal setting) Test taking skills for promotional opportunities Provide workshops for career advancement using the college's resources to encourage more classified employees to earn a community college certificate or AA/AS degree	5/1/2018 4:39 PM
19	no	5/1/2018 1:30 PM
20	Skills to be able to move up the ladder from computer to test prep.	5/1/2018 11:44 AM
21	More technology training.	5/1/2018 9:58 AM
22	How to promote	4/30/2018 4:03 PM
23	More opportunities for Professional Development. Funding for Classified staff to attend work-related/Professional Development conferences.	4/30/2018 10:03 AM
24	It currently does not provide an opportunity for classified employees in front-desk positions to learn about or join activities unless we go at our lunch.	4/30/2018 9:02 AM
25	No	4/27/2018 3:33 PM
26	GYM membership incentives	4/27/2018 3:05 PM
27	Provide workshop to Management (especially Admin Services Div) on topics such as how to motivate employees, how to reduce hostile work environments, how to show appreciation to employee work, how to embrace diversity etc.	4/27/2018 2:50 PM
28	It would be great if there was a way to search all of the LACCD jobs that meet a specific set of criteria, such as type of degree and work experience.	4/27/2018 2:43 PM

Professional Development Needs Survey – Staff Spring 2018

29	1) The role of classified staff in Program Review, Self-Study, Accreditation, Institutional Plans 2) The role of classified staff in Guided Pathways 3) The role of Student Services in Guided Pathways	4/27/2018 2:40 PM
30	Everything. Nothing happening for classified in over a year! Encourage supervisors to let folks attend. How about a combined opening day. We can use gym. Don't have to wait for new building.	4/27/2018 2:35 PM

Q7 Do you have a particular training request? Please provide your name so the Office of Professional Development can respond directly. Name

Answered: 17 Skipped: 66

#	RESPONSES	DATE
1	[REDACTED]	5/11/2018 8:01 AM
2	no.	5/10/2018 2:05 PM
3	N/A	5/10/2018 1:21 PM
4	Nope.	5/10/2018 1:00 PM
5	no	5/10/2018 12:57 PM
6	[REDACTED] - Work 818-778-5725, Cell 818-219-8222	5/10/2018 12:19 PM
7	N/A	5/10/2018 10:32 AM
8	N/A	5/10/2018 10:31 AM
9	"Briefing Techniques: Develop your ability to give concise briefings that convey your main message quickly and clearly. Learn and practice essential strategies for delivering short structured briefings." THIS! Too often I find myself in a conversation with a coworker that cannot organize their key points and their message or request remains unclear. Teaching me and others more effective techniques on how to brief our coworkers and supervisors/administrators on issues or assignments can only help. [REDACTED]	5/2/2018 7:18 PM
10	No.	5/2/2018 3:31 PM
11	It would be great if the PD office can rent out laptops with the MOS Practice test software downloaded on there. This allows employees to practice at their own leisure and not during their lunch time.	5/2/2018 3:20 PM
12	I would like to have a training on how to operate SAP. [REDACTED]	5/2/2018 2:08 PM
13	[REDACTED] Navigating the District's Personnel Commission How to complete the District's applications, examination procedures - how to best prepare for interviews for promotional opportunities	5/1/2018 4:39 PM
14	[REDACTED]	5/1/2018 1:30 PM
15	MOUS exam prep so that so many of us are not leaving salary money on the table!	4/27/2018 4:32 PM
16	Word 2016, the latest Outlook.	4/27/2018 3:51 PM
17	Planning for retirement, life insurance, MOS Excel, MOS Word, etc.	4/27/2018 2:50 PM

**Q8 Would you be willing to offer a workshop or train others one-on-one?
Please list the type of training or area of expertise and provide your name.Name**

Answered: 11 Skipped: 72

#	RESPONSES	DATE
1	no.	5/10/2018 2:05 PM
2	Perhaps in the future.	5/10/2018 1:21 PM
3	Nope.	5/10/2018 1:00 PM
4	no	5/10/2018 12:57 PM
5	Graduation Brenda Beitkarim	5/10/2018 12:02 PM
6	N/A	5/10/2018 10:32 AM
7	N/A	5/10/2018 10:31 AM
8	No.	5/2/2018 3:31 PM
9	Teambuilding Goal Setting Personal Branding Customer Service Cultural Diversity Managing Conflict in the Workplace	5/1/2018 4:39 PM
10	n/a	5/1/2018 1:30 PM
11	Classified Test Taking	4/30/2018 4:03 PM