



As part of an ongoing effort to understand the professional development needs of **Classified employees**, this brief provides findings solely focusing on classified feedback. The information presented includes a list of workshops requested, preferred online format for PD activities, preferred duration of workshop(s) and preferred workshop day(s)/time(s).

The findings included below were disaggregated and only include classified feedback. The reports that were used to inform the findings below include:

- [Spring 2021 Professional Development Attendee Evaluations Results](#)
- [Fall 2020 Professional Development Needs Assessment Survey Results](#)
- [Spring 2020 Faculty and Staff Needs Survey Final Report](#)

Table 1. Classified Preferred/Requested Workshop

Classified Requested Workshops
Theme: Training and Learning Activities (14)
Canvas Tips, Tools and Tricks
Colleague for Classified
Cranium Café Tips and Tricks
Creating PDF's, Forms and Electronic Signatures
Cyber Security
Excel Advanced
Excel Basics
Google Docs and Hangouts Tips and Tricks
OneDrive Training
Oracle, Financial 2000, and Questica
Program Review & SLO/SAO for Classified
Starfish Tips and Tricks for Classified
Word - Advanced Training
Zoom Tips and Tricks Workshop (<i>i.e., how to use Zoom polls, improve Zoom presentations, etc.</i>)
Theme: Stress Management & Employee Wellness (7)
Creating boundaries: Work/Life Balance
Eat to Live – Staying healthy during the lockdown
Fun Virtual Games/Hikes/Walks
How to improve working remotely
Maintaining a healthy lifestyle and wellness/mental health
Money management, planning retirement and college funds
Virtual Yoga or Meditation
Theme: Workplace Effectiveness and Interpersonal Skills (3)
Crafton 101: Everything You Should Know About the College
FERPA and how to deal with parents
How Do I Access FREE PD Resources? (Training on how to access the FREE PD trainings offered on Go2Knowledge and Lybda.com)
Theme: Diversity, Equity, & Inclusion (3)
CCC Equity Alliance Application and Implementation
Equity & Inclusion workshops
Microaggressions

Other factors to consider when organizing future workshops include classified employees' preferences related to online format, scheduling options, and best days/times.

Tables 2 through 4 demonstrate classified employees preferred online format for PD activities, preferred duration for workshops and preferred workshop day(s)/time(s). *Note: These findings were based on the fall 2020 Professional Development Needs Assessment Survey Results.*

Table 2. Preferred Format

Indicate which online formats you prefer for PD activities
1st Choice - Workshop/Seminar through CHC
2nd Choice - Independent Study/Self-Paced
3rd Choice - Workshop/Seminar through 3rd Party (i.e., Go2Knowledge)
4th Choice - Keynote address followed by related breakout sessions

Table 3. Preferred Duration of Workshop

Indicate which scheduling options work best for you.
1st Choice - 45 minutes to 1-hour Workshops
2nd Choice - 2 Hour Workshops
3rd Choice - Half-Day Retreats/Seminars (3- 4 Hours)
4th Choice - Full-Day Retreats/Seminars (6- 8 Hours)

Table 4. Preferred Workshop Day(s) and Time(s)

Which days and times are best for you to participate in PD activities			
Preferred Day in Order	1 st Choice	2 nd Choice	3 rd Choice
1 st Choice - Friday	1p-3p	10a-12p	3p-5p
2 nd Choice - Thursday	1p-3p	10a-12p	3p-5p
3 rd Choice - Tuesday	10a-12p	1p-3p	3p-5p
4 th Choice - Wednesday	3p-5p	1p-3p	10a-12p

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