



As part of an ongoing effort to understand the professional development needs of **Classified employees**, this report provides findings solely focusing on classified feedback from in-service day workshop attendee evaluations collected from fall 2021 to fall 2022.

The table below reflects the workshop(s) classified has asked to be offered again in the future, suggestions for improvement and future workshops. A limitation to consider is the total number of included responses (n=42) are not representative of all classified staff.

The reports that were used to inform the findings below include:

- [Fall 2021 PD Attendee Evaluations \(Dashboard\)](#) (9 respondents)
- [Spring 2022 \(Jan\) PD Attendee Evaluation Results](#) (19 respondents)
- [Spring 2022 \(Apr\) PD Evaluation Results](#) (10 respondents)
- [Fall 2022 PD Attendee Evaluations Results](#) (4 respondents)

Workshop Attended	Suggested Improvements	Future Workshops
Theme: Training and Learning Activities		
Canvas for Classified Staff		Engaging and retaining future students
Creating Fillable Forms in Word, Excel, PDF, and Google Docs		
First-aid & CPR Certification Training		
Getting Linked, Staying Linked! (Linked-in that is)	More discussion	Discuss how to help staff continue to improve personal linked in accounts
Microsoft Suite / Office Tips and Tricks	More time	I would like to see Word presentation.
Starfish Beyond the Classroom		
Theme: Stress Management & Employee Wellness		
Creating for Stress-relief: Bread Baking		
Grief Due to COVID-19: How to Cope, Listen & Facilitate Healing		
Make It to the End of the Semester - Trivia Game	"I was in a group with another manager and classified professionals and we were all lost. We thought it was because we started in the wrong zoom room, but I don't think that was the issue. Here are some of the points we discussed during our confusion: 1) The content was confusing. 2) The form kept moving as others were editing the page, making it even more frustrating to participate. 3) We couldn't figure out how this relates to each of our roles. 4) The questions and topics appeared to be faculty and classroom focused and were difficult to relate to.	I'd like to suggest a structured workshop where Student Services and other departments on campus can benefit more directly with contributing to the equity gaps on our campus. Maybe start by taking a look at who is being helped vs our student population. If the unsuccessful students haven't been checking in with various support services, we may work together to figure out new ways that all service areas are indeed welcoming to all students and find ways to make sure the unsuccessful know how to get the help they need."

Managing the Emotional Impact of Returning to Work		
Neurographica Art	More time	
Retirement Planning Options	Include link to understanding how to make changes to your existing account with SchoolsFirst. For example, how to increase or decrease your 403(b) contributions any time during the year.	
When Life Gives You *hit: Make fertilizer!		How to handle outside stressors while working remotely
Theme: Workplace Effectiveness and Interpersonal Skills		
Building Core Leadership Skills	I would like to see more sharing out being done by individuals attending the session. Mini Breakout sessions for collaboration	Dealing with difficult persons, safely - student, staff, public
When & How to Identify and Refer Students: Eligibility and Services Provided by DSPP and EOPS		
Crisis Intervention		
Theme: Diversity, Equity, & Inclusion		
Adaptable Assessments in STEM and Beyond		
Caring Campus		
Culturally Responsive Assignments, Interventions, and Activities		
Multilingual Learner Panel	The workshop was great as it. It would have been nice to have more members of our campus attend. More structured questions	

The data below is derived from RRN 2322 which was presented to classified senate and caring campus in Spring 2021. The information includes a list of requested workshops, preferred online format for PD activities, preferred workshop duration(s), and preferred workshop day(s)/time(s). The results presented below have been disaggregated and only include classified feedback (n=102).

Highlighted in **RED** are recurring workshops classified expressed should be offered again in the future, which are also reflected in the above data for fall 2021 to fall 2022.

The reports that were used to inform the findings below include:

- [Spring 2020 Faculty and Staff Needs Survey Final Report](#) (39 respondents)
- [Fall 2020 Professional Development Needs Assessment Survey Results](#) (38 respondents)
- [Spring 2021 Professional Development Attendee Evaluations Results](#) (25 respondents)

Table 1. Classified Preferred/Requested Workshop

Classified Requested Workshops
Theme: Training and Learning Activities (n=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 (n=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 (n=4)
Crafton 101: People and Offices (Who can help me with...?)
Crafton 101: Processes (How do I...?)
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 (n=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
1st Choice - Friday	1p-3p	10a-12p	3p-5p
2nd 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

What can the professional development committee do better to meet your needs?

Please offer more in depth training options for Classified. Current options are faculty centered.

Schedule meetings on Friday afternoon especially when we go back to working in person so that student services staff can attend.

Address the needs of the classified staff with more offerings specific for us.

Have more fun workshops. I loved making soaps and tie-dying shirts two years ago!
Thanks!"

Offer workshops right now while there are few students on campus! Especially independent learning opportunities to advance professionally so we can work on ourselves during the pandemic. As a classified, I rarely have time to attend any on campus events and learning opportunities so I don't know many employees or students outside of the regulars in the library.

Continue ongoing communication and inclusive PD. Thank you for the details of this survey. It was well rounded.