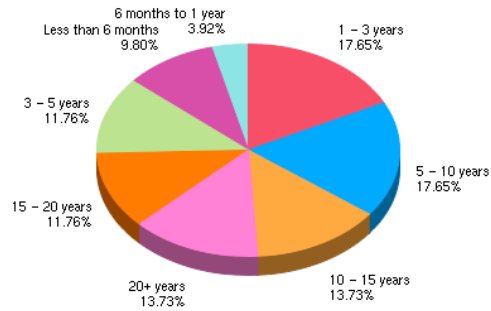


## Report: Response Summary Report: Administration Only

Survey: SSU Training Needs Assessment

Compiled: 01/11/2009

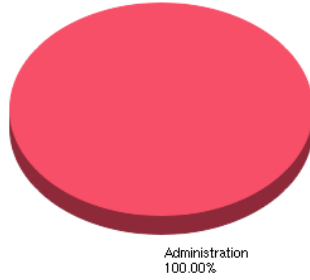
### 1. How long have you worked at Shawnee State?



STATISTICS	
Choices Selected:	51
Total Responses:	51

SUMMARY		
VALUE	COUNT	PERCENT %
1 - 3 years	9	17.65%
5 - 10 years	9	17.65%
10 - 15 years	7	13.73%
20+ years	7	13.73%
15 - 20 years	6	11.76%
3 - 5 years	6	11.76%
Less than 6 months	5	9.80%
6 months to 1 year	2	3.92%

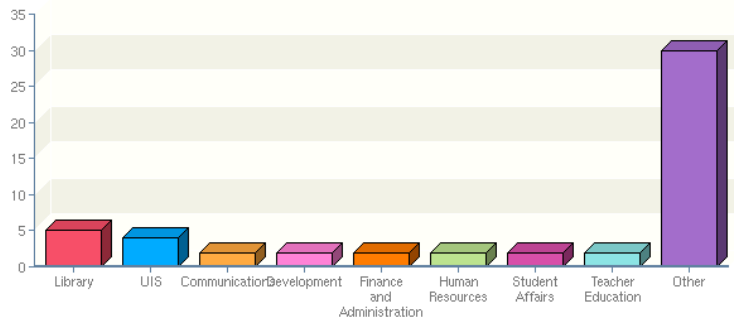
## 2. What is your primary role at Shawnee State?



STATISTICS	
Choices Selected:	51
Total Responses:	51

SUMMARY		
VALUE	COUNT	PERCENT %
Administration	51	100.00%

### 3. Department/Unit:



STATISTICS	
Choices Selected:	51
Total Responses:	51

SUMMARY		
VALUE	COUNT	PERCENT %
Library	5	9.80%
UIS	4	7.84%
Communications	2	3.92%
Development	2	3.92%
Finance and Administration	2	3.92%
Human Resources	2	3.92%
Student Affairs	2	3.92%
Teacher Education	2	3.92%
Academic Affairs	1	1.96%
Athletic	1	1.96%
Athletics	1	1.96%
BASICS	1	1.96%
Business Affairs	1	1.96%
Center for International Programs and Activities	1	1.96%
CLC	1	1.96%

VALUE	COUNT	PERCENT %
CLC/DTE	1	1.96%
Counseling Services	1	1.96%
DTE	1	1.96%
Facilities	1	1.96%
Finance	1	1.96%
Financial Aid	1	1.96%
Financial Aid/Academic Affairs	1	1.96%
General Counsel	1	1.96%
Housing	1	1.96%
HR	1	1.96%
IR	1	1.96%
O I T	1	1.96%
Outreach	1	1.96%
Provost/Outreach	1	1.96%
Registrar/Academic Affairs	1	1.96%
Security	1	1.96%
SSC	1	1.96%
Student Activities	1	1.96%
student success	1	1.96%
Student Success Center	1	1.96%
Univ Outreach	1	1.96%
University Housing	1	1.96%
V.P. Finance & Admin	1	1.96%

Report from [www.SurveyGizmo.com](http://www.SurveyGizmo.com)

#### 4. Employment Law & Policy ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Sexual Harassment Prevention	6.0% 3	26.0% 13	40.0% 20	22.0% 11	6.0% 3	50
Americans w/Disabilities Act (ADA)	14.0% 7	48.0% 24	24.0% 12	10.0% 5	4.0% 2	50
Preventing Discrimination	10.0% 5	38.0% 19	32.0% 16	16.0% 8	4.0% 2	50
Understanding Affirmative Action	6.0% 3	34.0% 17	40.0% 20	14.0% 7	6.0% 3	50
Legal Issues in Hiring	16.0% 8	40.0% 20	30.0% 15	10.0% 5	4.0% 2	50
Data Security & Recordkeeping	28.0% 14	34.0% 17	28.0% 14	8.0% 4	2.0% 1	50
Computer and Network Use Policy	18.0% 9	36.0% 18	28.0% 14	14.0% 7	4.0% 2	50
Work Time, Leaves, & Attendance	8.0% 4	32.0% 16	38.0% 19	16.0% 8	6.0% 3	50
Workplace Violence	8.0% 4	22.0% 11	46.0% 23	18.0% 9	6.0% 3	50
Drug Free Workplace	8.0% 4	14.0% 7	52.0% 26	20.0% 10	6.0% 3	50
Ohio Ethics Laws	14.0% 7	46.0% 23	26.0% 13	10.0% 5	4.0% 2	50
<b>Average %:</b>	<b>12.4%</b>	<b>33.6%</b>	<b>34.9%</b>	<b>14.4%</b>	<b>4.7%</b>	

Total Responses: 50

## 5. Teaching & Learning ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Understanding the Adult Learner	18.0% 9	20.0% 10	32.0% 16	10.0% 5	20.0% 10	50
Motivating the Adult Learner	22.4% 11	22.4% 11	24.5% 12	8.2% 4	22.4% 11	49
Student Assessment & Evaluation	16.0% 8	28.0% 14	26.0% 13	8.0% 4	22.0% 11	50
Designing Effective Assessment & Evaluation Tools	20.0% 10	40.0% 20	12.0% 6	8.0% 4	20.0% 10	50
Effective Student Advising	34.0% 17	16.0% 8	12.0% 6	8.0% 4	30.0% 15	50
Learning Styles	18.0% 9	24.0% 12	22.0% 11	10.0% 5	26.0% 13	50
Classroom Communication Techniques	14.3% 7	26.5% 13	16.3% 8	10.2% 5	32.7% 16	49
Cultural & Diversity Considerations	18.4% 9	38.8% 19	14.3% 7	12.2% 6	16.3% 8	49
Technology in the Classroom	20.0% 10	34.0% 17	8.0% 4	12.0% 6	26.0% 13	50
Using the Internet as a Teaching Tool	22.4% 11	28.6% 14	8.2% 4	12.2% 6	28.6% 14	49
Active Learning in the Classroom	16.3% 8	22.4% 11	20.4% 10	12.2% 6	28.6% 14	49
Using Student Learning Portfolios	6.1% 3	20.4% 10	20.4% 10	14.3% 7	38.8% 19	49
Handling Challenging Classroom Situations	12.2% 6	28.6% 14	22.4% 11	10.2% 5	26.5% 13	49

Humor in the Classroom	12.2% 6	20.4% 10	26.5% 13	12.2% 6	28.6% 14	49
Supporting Study Skills	12.0% 6	34.0% 17	22.0% 11	8.0% 4	24.0% 12	50
Developing Research Skills	22.0% 11	22.0% 11	16.0% 8	8.0% 4	32.0% 16	50
Using Learning Resources Effectively	20.4% 10	22.4% 11	18.4% 9	12.2% 6	26.5% 13	49
Developing Instructional Skills	22.4% 11	18.4% 9	18.4% 9	12.2% 6	28.6% 14	49
Teaching Strategies in Lab and Field Experiences	16.3% 8	14.3% 7	14.3% 7	14.3% 7	40.8% 20	49
Developing Student Service	22.4% 11	24.5% 12	28.6% 14	6.1% 3	18.4% 9	49
Learning Communities	10.0% 5	30.0% 15	26.0% 13	10.0% 5	24.0% 12	50
Using OhioLink	12.0% 6	22.0% 11	28.0% 14	16.0% 8	22.0% 11	50
Online Research	18.0% 9	24.0% 12	22.0% 11	18.0% 9	18.0% 9	50
Distance Learning	24.0% 12	22.0% 11	12.0% 6	16.0% 8	26.0% 13	50
Blackboard	12.0% 6	36.0% 18	14.0% 7	14.0% 7	24.0% 12	50
<b>Average %:</b>	<b>17.7%</b>	<b>25.6%</b>	<b>19.4%</b>	<b>11.3%</b>	<b>26.0%</b>	

Total Responses: 50

## 6. Leadership/Management ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Motivating Others	32.7% 16	40.8% 20	20.4% 10	6.1% 3	-	49
Coaching and Counseling	18.0% 9	46.0% 23	30.0% 15	4.0% 2	2.0% 1	50
Problem Solving	22.0% 11	32.0% 16	38.0% 19	8.0% 4	-	50
Delegation Tips and Tactics	18.0% 9	36.0% 18	40.0% 20	6.0% 3	-	50
Managing Priorities	20.0% 10	44.0% 22	30.0% 15	6.0% 3	-	50
Goal Setting	20.8% 10	37.5% 18	35.4% 17	6.3% 3	-	48
Budget Management	24.0% 12	40.0% 20	24.0% 12	8.0% 4	4.0% 2	50
Promoting Productivity	16.0% 8	62.0% 31	14.0% 7	6.0% 3	2.0% 1	50
Progressive Discipline/Corrective Actions	16.0% 8	46.0% 23	34.0% 17	2.0% 1	2.0% 1	50
<b>Average %:</b>	<b>20.8%</b>	<b>42.7%</b>	<b>29.5%</b>	<b>5.8%</b>	<b>1.1%</b>	

Total Responses: 50

## 7. Communication ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Effective Presentation Skills	18.0% 9	38.0% 19	32.0% 16	12.0% 6	-	50
Clear, Effective Business Writing	18.0% 9	26.0% 13	38.0% 19	18.0% 9	-	50
Email Etiquette	24.0% 12	24.0% 12	28.0% 14	22.0% 11	2.0% 1	50
Phone Etiquette	24.0% 12	14.0% 7	36.0% 18	24.0% 12	2.0% 1	50
<b>Average %:</b>	<b>21.0%</b>	<b>25.5%</b>	<b>33.5%</b>	<b>19.0%</b>	<b>1.0%</b>	

Total Responses: 50

## 8. Organizational Development ( )

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Customer Service Skills	28.0% 14	36.0% 18	24.0% 12	12.0% 6	-	50
Meeting Management	8.0% 4	50.0% 25	32.0% 16	8.0% 4	2.0% 1	50
Project Management	12.0% 6	54.0% 27	24.0% 12	6.0% 3	4.0% 2	50
Maximizing your Resources	28.0% 14	42.0% 21	24.0% 12	4.0% 2	2.0% 1	50
Planning and Organizational Skills	14.0% 7	42.0% 21	38.0% 19	6.0% 3	-	50
Time Management	19.6% 10	43.1% 22	23.5% 12	13.7% 7	-	51
Active Listening Skills	22.0% 11	32.0% 16	30.0% 15	16.0% 8	-	50
Conflict Resolution	21.6% 11	43.1% 22	31.4% 16	3.9% 2	-	51
Team Work/Building	26.0% 13	36.0% 18	34.0% 17	4.0% 2	-	50
Workplace Diversity	6.1% 3	42.9% 21	36.7% 18	12.2% 6	2.0% 1	49
<b>Average %:</b>	<b>18.6%</b>	<b>42.1%</b>	<b>29.7%</b>	<b>8.6%</b>	<b>1.0%</b>	

Total Responses: 51

## 9. Computer/Technical Skills ( )

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
University CARS System	36.0% 18	34.0% 17	18.0% 9	8.0% 4	4.0% 2	50
FEITH / Document Imaging	31.3% 15	18.8% 9	22.9% 11	10.4% 5	16.7% 8	48
Electronic Storage & Retrieval	26.0% 13	34.0% 17	24.0% 12	8.0% 4	8.0% 4	50
Windows / Office 2007	26.0% 13	36.0% 18	22.0% 11	12.0% 6	4.0% 2	50
Microsoft Word	18.4% 9	24.5% 12	32.7% 16	20.4% 10	4.1% 2	49
Microsoft Excel	26.0% 13	30.0% 15	26.0% 13	16.0% 8	2.0% 1	50
Microsoft Access	23.5% 12	29.4% 15	29.4% 15	13.7% 7	3.9% 2	51
Microsoft Outlook	17.6% 9	23.5% 12	37.3% 19	21.6% 11	-	51
Microsoft PowerPoint	9.8% 5	39.2% 20	29.4% 15	19.6% 10	2.0% 1	51
Microsoft Front Page	19.6% 10	33.3% 17	27.5% 14	9.8% 5	9.8% 5	51
Microsoft Publisher	17.6% 9	31.4% 16	31.4% 16	15.7% 8	3.9% 2	51
Microsoft OneNote	14.6% 7	33.3% 16	29.2% 14	10.4% 5	12.5% 6	48
Creating PDF Files	22.0% 11	22.0% 11	28.0% 14	24.0% 12	4.0% 2	50
<b>Average %:</b>	<b>22.2%</b>	<b>30.0%</b>	<b>27.5%</b>	<b>14.6%</b>	<b>5.7%</b>	

Total Responses: 51

## 10. Human Resources ( )

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Steps in the Search Process	12.0% 6	34.0% 17	30.0% 15	12.0% 6	12.0% 6	50
Interview Tips & Techniques	16.0% 8	40.0% 20	28.0% 14	6.0% 3	10.0% 5	50
Reference Checking	8.0% 4	38.0% 19	30.0% 15	12.0% 6	12.0% 6	50
Writing Job Descriptions (JAQ/PIQ)	16.0% 8	38.0% 19	26.0% 13	8.0% 4	12.0% 6	50
Understanding your Health Benefits	16.0% 8	36.0% 18	30.0% 15	8.0% 4	10.0% 5	50
Retirement Options	18.0% 9	40.0% 20	26.0% 13	8.0% 4	8.0% 4	50
Tracking Time, Attendance, & Leaves	14.0% 7	30.0% 15	30.0% 15	20.0% 10	6.0% 3	50
<b>Average %:</b>	<b>14.3%</b>	<b>36.6%</b>	<b>28.6%</b>	<b>10.6%</b>	<b>10.0%</b>	

Total Responses: 50

## 11. Health & Safety ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Stress Management	27.5% 14	35.3% 18	23.5% 12	9.8% 5	3.9% 2	51
Introduction to OSHA	4.0% 2	24.0% 12	50.0% 25	14.0% 7	8.0% 4	50
Blood borne Pathogens	6.0% 3	16.0% 8	56.0% 28	12.0% 6	10.0% 5	50
Workplace Safety and Hazards	8.0% 4	24.0% 12	46.0% 23	10.0% 5	12.0% 6	50
Material Safety Data Sheets	2.0% 1	24.0% 12	46.0% 23	12.0% 6	16.0% 8	50
<b>Average %:</b>	<b>9.6%</b>	<b>24.7%</b>	<b>44.2%</b>	<b>11.6%</b>	<b>10.0%</b>	

Total Responses: 51

**12. Obstacles to Training (Please use the arrows to rank in order why you might not regularly attend training)**

SUMMARY								
VALUE	1	2	3	4	5	6	7	AVERAGE RANK
Waste of Time		1	1	5	2	7	27	<b>6.2</b>
Past Experience with Training	1	1	1	10	21	8	1	<b>4.8</b>
Lack of time	17	10	8	6	2			<b>2.2</b>
Lack of training offerings or opportunities	12	15	9	5	1	1		<b>2.3</b>
Lack of Training Funds	11	9	15	1	5	1	1	<b>2.7</b>
Lack of Management /Leadership Support	1	4	5	5	4	13	11	<b>5.1</b>
Return on Investment (RIO) considerations	1	3	4	11	8	13	3	<b>4.7</b>

Total Responses: 43