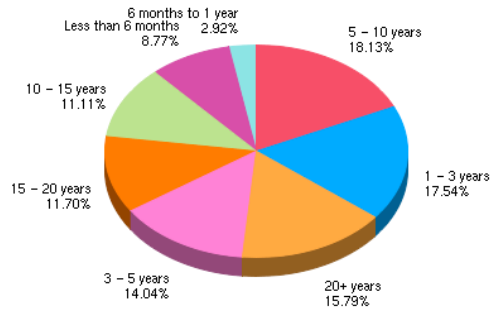


Report: Response Summary Report: All Data

Survey: SSU Training Needs Assessment

Compiled: 01/11/2009

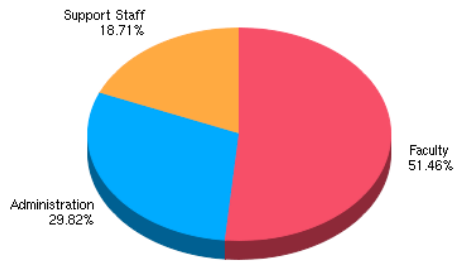
1. How long have you worked at Shawnee State?



STATISTICS	
Choices Selected:	171
Total Responses:	171

SUMMARY		
VALUE	COUNT	PERCENT %
5 - 10 years	31	18.13%
1 - 3 years	30	17.54%
20+ years	27	15.79%
3 - 5 years	24	14.04%
15 - 20 years	20	11.70%
10 - 15 years	19	11.11%
Less than 6 months	15	8.77%
6 months to 1 year	5	2.92%

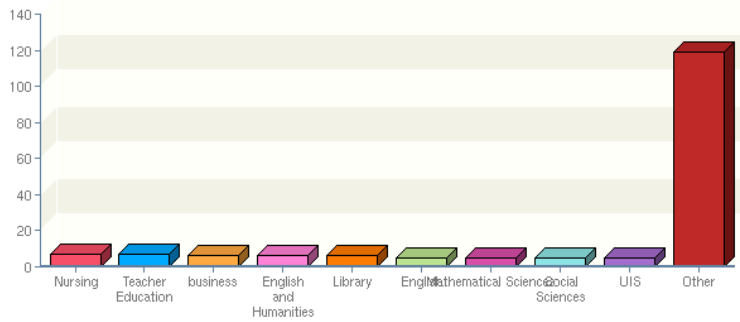
2. What is your primary role at Shawnee State?



STATISTICS	
Choices Selected:	171
Total Responses:	171

SUMMARY		
VALUE	COUNT	PERCENT %
Faculty	88	51.46%
Administration	51	29.82%
Support Staff	32	18.71%

3. Department/Unit:



STATISTICS	
Choices Selected:	171
Total Responses:	171

SUMMARY		
VALUE	COUNT	PERCENT %
Nursing	7	4.09%
Teacher Education	7	4.09%
business	6	3.51%
English and Humanities	6	3.51%
Library	6	3.51%
English	5	2.92%
Mathematical Sciences	5	2.92%
Social Sciences	5	2.92%
UIS	5	2.92%
Financial Aid	4	2.34%
Natural Science	4	2.34%
Education	3	1.75%
English/Humanities	3	1.75%
Human Resources	3	1.75%
Mathematics	3	1.75%

VALUE	COUNT	PERCENT %
Natural Sciences	3	1.75%
Academic Affairs	2	1.17%
Athletic	2	1.17%
Athletics	2	1.17%
Business Administration	2	1.17%
Communications	2	1.17%
Dental Hygiene	2	1.17%
Development	2	1.17%
English & Humanities	2	1.17%
Facilities	2	1.17%
FDPA	2	1.17%
Finance and Administration	2	1.17%
Fine Arts	2	1.17%
MOT	2	1.17%
respiratory therapy	2	1.17%
Student Affairs	2	1.17%
Academic	1	0.58%
Arts/Sports	1	0.58%
athletics and sports studies	1	0.58%
BASICS	1	0.58%
Business Admin	1	0.58%
Business Affairs	1	0.58%
Center for International Programs and Activities	1	0.58%

VALUE	COUNT	PERCENT %
Children's Learning Center	1	0.58%
CLC	1	0.58%
CLC/DTE	1	0.58%
Counseling Services	1	0.58%
CPS Health Sciences	1	0.58%
custodeal	1	0.58%
Custodial	1	0.58%
DIET	1	0.58%
DIET/CET	1	0.58%
DIET/EM & Environmental	1	0.58%
DTE	1	0.58%
Eng-Hum	1	0.58%
Engineering Technologies	1	0.58%
Engineering Technology	1	0.58%
Engineery Technology	1	0.58%
english / Student Support Services	1	0.58%
Facilities,Planning, & Construction	1	0.58%
Finance	1	0.58%
Financial Aid/Academic Affairs	1	0.58%
General Counsel	1	0.58%
Health Science	1	0.58%
Health Sciences	1	0.58%
Health Sciences/College of Professional Studies	1	0.58%

VALUE	COUNT	PERCENT %
Housing	1	0.58%
HR	1	0.58%
HR/Payroll	1	0.58%
Humanities/Composition	1	0.58%
Humanities/English	1	0.58%
IR	1	0.58%
Library/Circulation	1	0.58%
library/staff	1	0.58%
math	1	0.58%
O I T	1	0.58%
Occupational Therapy Department	1	0.58%
Office of the Registrar	1	0.58%
Outreach	1	0.58%
physical therapist assistant program/health sciences	1	0.58%
Provost/Outreach	1	0.58%
PTA/SS/AT	1	0.58%
Registrar	1	0.58%
Registrar/Academic Affairs	1	0.58%
SDWT Custodian	1	0.58%
Security	1	0.58%
Sign Language teacher	1	0.58%
social science	1	0.58%
Social Science Dept	1	0.58%

VALUE	COUNT	PERCENT %
Social Sciences/Geography	1	0.58%
Sport Studies / Athletic Training	1	0.58%
SSC	1	0.58%
Student Activities	1	0.58%
student success	1	0.58%
Student Success Center	1	0.58%
Teacher Ed	1	0.58%
TRIO Center	1	0.58%
Univ Outreach	1	0.58%
University Housing	1	0.58%
V.P. Finance & Admin	1	0.58%
V.P. for Student Affairs	1	0.58%
vrcfa	1	0.58%

4. Employment Law & Policy ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Sexual Harassment Prevention	5.3% 9	18.2% 31	46.5% 79	25.9% 44	4.1% 7	170
Americans w/Disabilities Act (ADA)	10.0% 17	31.8% 54	40.0% 68	16.5% 28	1.8% 3	170
Preventing Discrimination	8.8% 15	27.1% 46	41.2% 70	20.0% 34	2.9% 5	170
Understanding Affirmative Action	7.1% 12	25.3% 43	44.7% 76	19.4% 33	3.5% 6	170
Legal Issues in Hiring	7.6% 13	30.0% 51	39.4% 67	14.1% 24	8.8% 15	170
Data Security & Recordkeeping	19.4% 33	37.6% 64	28.2% 48	10.0% 17	4.7% 8	170
Computer and Network Use Policy	10.6% 18	40.6% 69	30.0% 51	16.5% 28	2.4% 4	170
Work Time, Leaves, & Attendance	5.9% 10	30.6% 52	34.7% 59	23.5% 40	5.3% 9	170
Workplace Violence	4.7% 8	18.8% 32	47.1% 80	24.1% 41	5.3% 9	170
Drug Free Workplace	3.0% 5	12.4% 21	49.7% 84	29.0% 49	5.9% 10	169
Ohio Ethics Laws	7.6% 13	37.1% 63	36.5% 62	15.3% 26	3.5% 6	170
Average %:	8.2%	28.1%	39.8%	19.5%	4.4%	

Total Responses: 170

5. Teaching & Learning ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Understanding the Adult Learner	13.0% 22	31.4% 53	35.5% 60	8.3% 14	11.8% 20	169
Motivating the Adult Learner	17.9% 30	35.1% 59	27.4% 46	7.1% 12	12.5% 21	168
Student Assessment & Evaluation	14.7% 25	34.7% 59	28.8% 49	8.8% 15	12.9% 22	170
Designing Effective Assessment & Evaluation Tools	20.1% 34	37.3% 63	20.7% 35	9.5% 16	12.4% 21	169
Effective Student Advising	23.5% 40	26.5% 45	24.7% 42	8.2% 14	17.1% 29	170
Learning Styles	14.7% 25	31.2% 53	30.0% 51	10.0% 17	14.1% 24	170
Classroom Communication Techniques	12.4% 21	30.8% 52	27.8% 47	11.2% 19	17.8% 30	169
Cultural & Diversity Considerations	11.9% 20	31.0% 52	33.3% 56	14.3% 24	9.5% 16	168
Technology in the Classroom	20.2% 34	33.3% 56	20.2% 34	11.9% 20	14.3% 24	168
Using the Internet as a Teaching Tool	21.9% 37	30.8% 52	18.9% 32	13.0% 22	15.4% 26	169
Active Learning in the Classroom	20.2% 34	26.2% 44	22.6% 38	15.5% 26	15.5% 26	168
Using Student Learning Portfolios	9.5% 16	26.2% 44	32.1% 54	13.7% 23	18.5% 31	168
Handling Challenging Classroom Situations	14.8% 25	30.2% 51	32.0% 54	8.3% 14	14.8% 25	169

Humor in the Classroom	11.3% 19	26.8% 45	29.2% 49	17.3% 29	15.5% 26	168
Supporting Study Skills	11.9% 20	33.9% 57	28.6% 48	10.7% 18	14.9% 25	168
Developing Research Skills	20.0% 34	27.6% 47	26.5% 45	10.0% 17	15.9% 27	170
Using Learning Resources Effectively	16.3% 27	31.9% 53	25.9% 43	11.4% 19	14.5% 24	166
Developing Instructional Skills	16.7% 28	25.0% 42	31.5% 53	11.3% 19	15.5% 26	168
Teaching Strategies in Lab and Field Experiences	13.1% 22	22.6% 38	26.8% 45	14.3% 24	23.2% 39	168
Developing Student Service	12.4% 21	25.4% 43	34.3% 58	12.4% 21	15.4% 26	169
Learning Communities	7.6% 13	27.1% 46	35.3% 60	14.1% 24	15.9% 27	170
Using OhioLink	10.6% 18	28.2% 48	33.5% 57	16.5% 28	11.2% 19	170
Online Research	15.1% 25	28.3% 47	27.7% 46	18.1% 30	10.8% 18	166
Distance Learning	17.6% 30	27.1% 46	24.7% 42	16.5% 28	14.1% 24	170
Blackboard	16.0% 27	33.7% 57	21.9% 37	16.0% 27	12.4% 21	169
Average %:	15.3%	29.7%	28.0%	12.3%	14.6%	

Total Responses: 170

6. Leadership/Management ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Motivating Others	17.3% 29	36.3% 61	33.3% 56	8.9% 15	4.2% 7	168
Coaching and Counseling	11.8% 20	31.4% 53	39.1% 66	8.3% 14	9.5% 16	169
Problem Solving	12.0% 20	38.3% 64	33.5% 56	11.4% 19	4.8% 8	167
Delegation Tips and Tactics	11.2% 19	34.3% 58	36.1% 61	13.6% 23	4.7% 8	169
Managing Priorities	11.8% 20	39.1% 66	32.5% 55	11.8% 20	4.7% 8	169
Goal Setting	10.2% 17	35.3% 59	38.3% 64	12.0% 20	4.2% 7	167
Budget Management	14.3% 24	29.8% 50	31.0% 52	10.7% 18	14.3% 24	168
Promoting Productivity	13.6% 23	40.8% 69	27.2% 46	8.9% 15	9.5% 16	169
Progressive Discipline/Corrective Actions	13.7% 23	28.6% 48	36.9% 62	11.9% 20	8.9% 15	168
Average %:	12.9%	34.9%	34.2%	10.8%	7.2%	

Total Responses: 169

7. Communication ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Effective Presentation Skills	11.8% 20	36.1% 61	33.7% 57	13.0% 22	5.3% 9	169
Clear, Effective Business Writing	10.7% 18	26.0% 44	38.5% 65	17.2% 29	7.7% 13	169
Email Etiquette	12.4% 21	18.9% 32	41.4% 70	23.7% 40	3.6% 6	169
Phone Etiquette	11.3% 19	13.1% 22	42.9% 72	26.8% 45	6.0% 10	168
Average %:	11.6%	23.6%	39.1%	20.1%	5.6%	

Total Responses: 169

8. Organizational Development ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Customer Service Skills	13.6% 23	20.7% 35	39.6% 67	17.2% 29	8.9% 15	169
Meeting Management	5.9% 10	34.3% 58	35.5% 60	14.2% 24	10.1% 17	169
Project Management	6.0% 10	34.5% 58	34.5% 58	13.7% 23	11.3% 19	168
Maximizing your Resources	15.4% 26	36.7% 62	29.6% 50	11.8% 20	6.5% 11	169
Planning and Organizational Skills	10.1% 17	34.3% 58	38.5% 65	14.2% 24	3.0% 5	169
Time Management	14.9% 25	35.7% 60	31.5% 53	14.9% 25	3.0% 5	168
Active Listening Skills	13.2% 22	27.5% 46	37.1% 62	19.8% 33	2.4% 4	167
Conflict Resolution	15.5% 26	35.1% 59	34.5% 58	11.9% 20	3.0% 5	168
Team Work/Building	18.0% 30	31.1% 52	34.7% 58	12.0% 20	4.2% 7	167
Workplace Diversity	7.2% 12	24.7% 41	43.4% 72	18.7% 31	6.0% 10	166
Average %:	12.0%	31.5%	35.9%	14.8%	5.8%	

Total Responses: 170

9. Computer/Technical Skills ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
University CARS System	29.3% 49	35.3% 59	18.0% 30	7.8% 13	9.6% 16	167
FEITH / Document Imaging	22.7% 37	20.9% 34	29.4% 48	9.8% 16	17.2% 28	163
Electronic Storage & Retrieval	18.5% 31	33.9% 57	26.2% 44	12.5% 21	8.9% 15	168
Windows / Office 2007	22.6% 38	26.8% 45	29.2% 49	17.3% 29	4.2% 7	168
Microsoft Word	14.4% 24	22.8% 38	34.7% 58	24.6% 41	3.6% 6	167
Microsoft Excel	20.5% 34	26.5% 44	30.7% 51	18.7% 31	3.6% 6	166
Microsoft Access	20.2% 34	25.6% 43	31.0% 52	15.5% 26	7.7% 13	168
Microsoft Outlook	11.3% 19	25.0% 42	37.5% 63	23.2% 39	3.0% 5	168
Microsoft PowerPoint	11.8% 20	31.4% 53	33.7% 57	20.1% 34	3.0% 5	169
Microsoft Front Page	19.0% 32	27.4% 46	31.0% 52	13.7% 23	8.9% 15	168
Microsoft Publisher	18.3% 31	29.0% 49	32.0% 54	14.8% 25	5.9% 10	169
Microsoft OneNote	18.2% 30	26.1% 43	30.3% 50	12.1% 20	13.3% 22	165
Creating PDF Files	20.2% 34	29.8% 50	25.6% 43	19.0% 32	5.4% 9	168
Average %:	19.0%	27.7%	29.9%	16.1%	7.2%	

Total Responses: 169

10. Human Resources ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Steps in the Search Process	9.5% 16	27.4% 46	34.5% 58	14.9% 25	13.7% 23	168
Interview Tips & Techniques	10.7% 18	32.1% 54	33.3% 56	13.7% 23	10.1% 17	168
Reference Checking	9.0% 15	31.1% 52	33.5% 56	12.6% 21	13.8% 23	167
Writing Job Descriptions (JAQ/PIQ)	11.3% 19	31.5% 53	28.6% 48	14.3% 24	14.3% 24	168
Understanding your Health Benefits	14.9% 25	30.4% 51	31.0% 52	11.3% 19	12.5% 21	168
Retirement Options	20.2% 34	34.5% 58	22.6% 38	12.5% 21	10.1% 17	168
Tracking Time, Attendance, & Leaves	10.1% 17	23.2% 39	32.7% 55	20.2% 34	13.7% 23	168
Average %:	12.3%	30.0%	30.9%	14.2%	12.6%	

Total Responses: 168

11. Health & Safety ()

ITEM	Strong Need	Moderate Need	Minimal Need	No Need; KSA Met	Not Applicable	Total
Stress Management	17.8% 30	33.7% 57	32.5% 55	10.1% 17	5.9% 10	169
Introduction to OSHA	2.4% 4	21.6% 36	50.9% 85	16.2% 27	9.0% 15	167
Blood borne Pathogens	4.2% 7	17.3% 29	49.4% 83	15.5% 26	13.7% 23	168
Workplace Safety and Hazards	5.4% 9	20.8% 35	45.8% 77	17.3% 29	10.7% 18	168
Material Safety Data Sheets	1.2% 2	16.1% 27	49.4% 83	18.5% 31	14.9% 25	168
Average %:	6.2%	21.9%	45.6%	15.5%	10.8%	

Total Responses: 169

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
Lack of time	75	31	16	14	6	5	1	2.1
Waste of Time	4	11	9	17	20	19	68	5.5
Lack of Management /Leadership Support	2	11	11	13	20	43	48	5.4
Lack of Training Funds	17	25	47	23	14	16	6	3.4
Past Experience with Training	9	14	17	35	44	24	5	4.2
Lack of training offerings or opportunities	38	43	36	17	9	2	3	2.6
Return on Investment (RIO) considerations	3	13	12	29	35	39	17	4.8

Total Responses: 148