**Professional Development Needs Assessment Template: Classified Staff**

Draft as of Feb 8, 2023

## Awareness

### College PD Offerings

Sample Q:

How aware are you of each of the following existing professional development opportunities for classified staff at Cañada College?:

[Likert responses such as: Fully Aware, Aware, Neither Aware nor Unaware, Unaware, Fully Unaware]

* [College Flex Days](https://canadacollege.edu/professional-dev/flexday.php)
* [Classified Professional Development Program](https://canadacollege.edu/professional-dev/classified.php)
* [College New Employee Orientation and Support](https://canadacollege.edu/professional-dev/newemployees.php)

### District PD Offerings

How aware are you of each of the following existing professional development opportunities via the District Office?

[Likert responses such as: Fully Aware, Aware, Neither Aware nor Unaware, Unaware, Fully Unaware]

* [District Tuition Reimbursement Program (up to $1,400/year)](https://canadacollege.edu/professional-dev/cpdconference.php)
* [District IDEAL Program](https://smccd.edu/antiracismcouncil/idealprogram.php#:~:text=Antiracism%20Council)%3A-,The%20SMCCCD%20Initiative%20in%20Diversity%2C%20Equity%2C%20Antiracism%2C%20and%20Leadership,our%20colleges%2C%20district%20and%20community.)
* [Skyline College Equity Institute](https://equityinstitute.com/)
* [District Implicit Bias Training](https://smccd.edu/humanresources/pro_development_training.php)
* [District Professional Development Academy](https://www.pda.training/)

## Satisfaction

### College PD Offerings

Sample Q:

How satisfied are you with each of the following existing professional development opportunities at Cañada College?: [***only display those offerings of which the respondent is aware***]

[Likert responses such as: Very Satisfied, Satisfied, Neither Satisfied nor Unsatisfied, Unsatisfied, Very Unsatisfied]

* [College Flex Days](https://canadacollege.edu/professional-dev/flexday.php)
* [Classified Professional Development Program](https://canadacollege.edu/professional-dev/classified.php)
* [College New Employee Orientation and Support](https://canadacollege.edu/professional-dev/newemployees.php)

### Overall Satisfaction at Cañada

Please indicate how much you disagree or agree with the following statements about professional development opportunities available at Cañada College:

In general, the professional development opportunities offered at Cañada…

[Likert responses such as: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Don’t Know/NA]

* …meet my needs as a college staff member
* …are relevant to my work
* …positively impact my ability to advance in my career
* …include offerings for participants of different skill/experience levels
* …offer practical information or skills for me to implement and improve my ability to do my job

### District PD Offerings

How satisfied are you with each of the following existing professional development opportunities at provided by the District?: [***only display those offerings of which the respondent is aware***]

[Likert responses such as: Very Satisfied, Satisfied, Neither Satisfied nor Unsatisfied, Unsatisfied, Very Unsatisfied]

* [District Tuition Reimbursement Program (up to $1,400/year)](https://canadacollege.edu/professional-dev/cpdconference.php)
* [District IDEAL Program](https://smccd.edu/antiracismcouncil/idealprogram.php#:~:text=Antiracism%20Council)%3A-,The%20SMCCCD%20Initiative%20in%20Diversity%2C%20Equity%2C%20Antiracism%2C%20and%20Leadership,our%20colleges%2C%20district%20and%20community.)
* [Skyline College Equity Institute](https://equityinstitute.com/)
* [District Implicit Bias Training](https://smccd.edu/humanresources/pro_development_training.php)
* [District Professional Development Academy](https://www.pda.training/)

### Overall Satisfaction with District PD Offerings

Please indicate how much you disagree or agree with the following statements about professional development opportunities available through the district:

In general, the professional development opportunities offered by the District…

[Likert responses such as: Strongly Agree, Disagree, Neither Agree nor Disagree, Agree, Don’t Know/NA]

* …meet my needs as a college staff member
* …are relevant to my work
* …positively impact my ability to advance in my career
* …include offerings for participants of different skill/experience levels
* …offer practical information or skills for me to implement and improve my ability to do my job

## Needs

### Professional Growth for Leadership Skills

Sample Q:

Please specify your level of interest in developing skills in the following aspects of professional growth for leadership skill development:

[Likert responses such as: Great Interest, Moderately High Interest, Some Interest, Little Interest, No Interest]

* Effective communication/challenging conversations
* Effective time management
* Managing change
* Building mutual trust and respect among colleagues
* Managing meetings (planning and facilitating an effective meeting)
* Building motivation and morale in the workplace

### Professional Growth and Development

Sample Q:

Please specify your level of interest in developing skills in the following aspects of professional growth and development:

[Likert responses such as: Great Interest, Moderately High Interest, Some Interest, Little Interest, No Interest]

* Working with a Mentor
* Serving as a Mentor
* Using data to inform decision-making
* Supporting diversity, equity, and inclusion in the workplace
* Understanding antiracism and your role in it
* Cultural awareness and competency
* Understanding your personal work style (e.g., Clifton Strengths)

### Personal Health and Wellness

Sample Q:

Please specify your level of interest in developing skills in the following aspects of personal health and wellness:

[Likert responses such as: Great Interest, Moderately High Interest, Some Interest, Little Interest, No Interest]

* Stress Management
* Self Defense
* Mental Health
* Conflict Resolution
* First Aid/CPR
* Emergency Preparedness
* Positive Working Relationships
* Diversity/Equity & Inclusion
* Nutrition/Fitness
* Work/Life Balance
* Other

### Use of Technology

Sample Q:

Please specify your level of interest in developing skills in the following technology-related subjects:

[Likert responses such as: Great Interest, Moderately High Interest, Some Interest, Little Interest, No Interest]

* Office 365
* Google Workspace
* Banner 9
* CRM/Student Success link
* SmartSheet
* Formstack
* Building and maintaining websites
* Other applications (specify)

### College Policies and Procedures

Sample Q:

Please specify your level of interest in developing skills in the following College policies and procedures:

[Likert responses such as: Great Interest, Moderately High Interest, Some Interest, Little Interest, No Interest]

* Accreditation (the requirements and processes)
* Board Policies and Administrative Procedures
* Business Processes (purchasing, etc)
* College Policies
* Retirement
* Collective Bargaining and Union Procedures
* Family Educational Rights and Privacy Act (FERPA) requirements
* Other (specify)

## Barriers to Participation

Sample Q:

How many professional development hours did you participate in during the last year?

* 0 hours
* 1-5 hours
* 6-10 hours
* 11-15 hours
* 16-25 hours
* More than 25 hours

How comfortable are you asking your supervisor for time to participate in professional Development?

[Likert responses such as: Very Comfortable, Comfortable, Neither Comfortable nor Uncomfortable, Uncomfortable, Very Unsatisfied]

Sample Q:

What were the primary reasons you did not participate in professional development activities during the last year? (check top 1-2 reasons)

* Scheduling conflicts
* Sessions are not relevant to my job
* COVID-19
* I was not aware of what my options were
* There is no one to cover for me so I can participate
* I have to make up the work on my own time so I’d rather not do it
* I don’t think my supervisor would like it
* Other (specify)

## Preferred Mode of Delivery of PD?

Sample Q:

What is your preferred mode of delivery for professional development [rank order the below]

* In-person presentation followed by discussion
* Hands-on workshops (where I get to practice what I learn)
* Attending Conferences
* Web-based classes (asynchronous)
* Brown Bag lunches
* Other

Sample Q:

What time of year do you prefer to participate in professional development? Please select up to 3 options:

* Just before the term starts
* At the end of the term
* During the summer
* At regular intervals throughout the school year
* On weekends
* Asynchronously only
* Other (please specify)
* Don’t know/no preference

## Respondent Demographics

Tenure at the College/District (years)  
 0-2, 3-5,6-10,11-20,-20+

## Open-ended questions to consider:

1. Is there any training you need to do your current job?
2. What do you need to advance your career?
3. What support or learning opportunity would help you do your job better?
4. Is there anything else you would like to share about how Cañada might improve its professional development offerings for classified staff?