



Lake Washington Technical College

2010 Professional Development Needs Assessment Survey

Survey Results	P. 1 – 8
Survey Cross-tabulation	P. 9 – 15
Combined Individual Question Responses	P. 16 – 26

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2010 Professional Development Needs Assessment Survey

Results Overview



Date: 1/7/2011 8:42 AM PST
 Responses: Completes | Partial
 Filter: No filter applied

1. My employee type is:

Administration		12	11%
Classified (LWTCFCE, IUOE, PPOCED)		35	33%
Full-time Faculty		16	15%
Part-time Faculty		14	13%
Prof-Tech		28	27%
Total		105	100%

2. The most convenient time slots for me to take classes are (Check all that apply):


Morning (7am-11am)		23	22%
Mid-day (11am-1pm)		32	30%
Early afternoon (1pm-3pm)		48	46%
Late afternoon (3pm-4:30pm)		38	36%
Evening (4:30pm-7pm)		19	18%

3. The most convenient days for me to take classes are (Check all that apply):






Monday		49	47%
Tuesday		65	62%
Wednesday		60	57%
Thursday		73	70%
Friday		44	42%
Saturday		10	10%

4. The quarter(s) I would like to take classes are (Check all that apply):






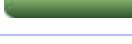
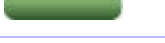



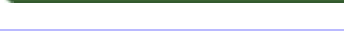








Fall		84	80%
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Winter		90	86%
Spring		81	77%
Summer		43	41%

5. I can generally attend workshops that are (Check all that apply):






30 minutes		54	53%
1 hour		84	82%
1 1/2 hour		42	41%
2 hours		36	35%
4 hours		4	4%

6. COMMUNICATION SKILLS - I would most likely attend workshops on (Check all that apply):















Accent Correction		11	11%
Business Writing		19	19%
Communicating Across Generations		24	24%
Conflict Resolution		37	38%
Conversational Spanish		22	22%
Conversational Russian		13	13%
Customer Service		18	18%
Dealing with Difficult People		42	43%
Effective Communication		43	44%
Effective Listening Skills		33	34%
Effective Presentation Skills		42	43%
E-mail & Web Communication		29	30%
English/Usage Grammar		12	12%
FISH! Workshops		12	12%
Grant Writing		26	27%
Interest Based Bargaining		12	12%
Interviewing the Job Candidate		19	19%
Mediation		19	19%
Positive Communication		44	45%



Sign Language		16	16%
Team Building		31	32%
Telephone Skills		8	8%
Other, Please Specify		11	11%

7. CUSTOMER SERVICE SKILLS - I would most likely attend workshops on (Check all that apply):












Customer Service		23	32%
Dealing with Difficult People		58	81%
FISH! Philosophy		19	26%
Telephone Skills		5	7%
Other, Please Specify		3	4%

8. TEACHING SKILLS - I would most likely attend training on (Check all that apply):












Copyright & FERPA		14	23%
EDUC 201 - Teaching & Facilitating Learning I		8	13%
EDUC 202 - Developing & Reviewing Programs		11	18%
EDUC 206 - Teaching & Facilitating Learning II		8	13%
EDUC 211 - Planning for Instruction (Curriculum Development)		12	19%
EDUC 215 - Best Practices in Distance Learning		17	27%
EDUC 216 - Assessment of Learning		15	24%
EDUC 235 - Emerging Technology in Education		14	23%
EDUC 251 - Teaching Practicum I		6	10%
EDUC 252 - Teaching Practicum II		5	8%
Effective Angel Course Design		25	40%
eLearning Course Design Faculty Orientation		13	21%
Global Outcomes Learning Styles		16	26%
Manage Learning Environments		21	34%





Master Advisor		19	31%
ScanTron Testing		4	6%
Other, Please Specify		0	0%

9. LEADERSHIP SKILLS - I would most likely attend workshops on (Check all that apply):








Consensus Building		18	21%
Conducting Meetings		18	21%
Effective Management		32	38%
Effective Supervision		34	40%
Leadership Skills		43	51%
Personal Ethics & Values		30	35%
Project Management		33	39%
Setting & Achieving Goals		31	36%
Time Management		39	46%
Understanding Personnel Laws (e.g. FMLA, ADA, etc.)		22	26%
Other, Please Specify		2	2%

10. COLLEGE POLICIES/STATE LAWS - I would most likely attend workshops on (Check all that apply):
















Americans with Disabilities Act (ADA)		19	25%
Budget 101		33	43%
Conducting Evaluations		24	31%
Family Medical Leave Act (FMLA)		13	17%
Hiring Procedures		17	22%
Managing Your Department Budget		32	42%
Purchase Order Procedures		20	26%
Payroll Process & Procedures		13	17%
Quality Assessment/Baldrige Criteria		5	6%
Reading Your Budget Reports		25	32%
Sexual Harassment		8	10%




State Ethics Law		16	21%
Travel Procedures		15	19%
Union Contract Workshops		21	27%
Other, Please Specify		2	3%

11. DIVERSITY AWARENESS, UNDERSTANDING, & SUPPORT - I would most likely attend workshops on (Check all that apply):











Cultural Events & Training		43	60%
Disability Issues		27	38%
Gay/Lesbian/Transgender Issues		20	28%
Race/Ethnic Diversity		24	33%
Workplace Diversity		32	44%
Veterans Affairs		17	24%
Womens Issues		30	42%
Other, Please Specify		0	0%

12. HEALTH and WELLNESS - I would most likely attend workshops on (Check all that apply):















Alternative Medicine		32	37%
Chronic illness		12	14%
Depression in the Workplace		19	22%
Emotional Fitness		29	34%
Emotional Impact of Retirement		12	14%
Ergonomics		23	27%
Grief & Loss		10	12%
Infectious Disease Prevention		6	7%
Meditation		25	29%
Nutrition		46	53%
Organizing Your Workstation		26	30%
Overcoming Adverse Conditions		15	17%
Personal Money Management		25	29%
Physical Fitness		39	45%
Smoking Cessation		2	2%

Stress Management		38	44%
Workplace Bullying		13	15%
Other, Please Specify		1	1%

13. SAFETY - I would most likely attend workshops on (Check all that apply):

Automated Electronic Defibrillator (AED)		30	36%
Bloodborne Pathogens		10	12%
CPR/First Aid/Emergency Response		51	61%
Emergency Preparedness		37	45%
Fire Extinguisher Training		17	20%
Material Safety Data Sheet (MSDS)		14	17%
Personal Safety Issues		28	34%
Self-Defense		37	45%
Violence in the Workplace		27	33%
Other, Please Specify		1	1%

14. COMPUTER/TECHNICAL SKILLS WORKSHOPS - I would most likely attend workshops on (Check all that apply):

Access		27	29%
Accessing e-mail/documents from off campus		12	13%
Adding content to LWTC website with Ingeniux CMS		18	19%
Admin Systems (SMS, FMS, etc.)		14	15%
Angel Basics		18	19%
Angel Intermediate		22	23%
Angel Master		22	23%
Camtasia		18	19%
Copying		3	3%
Creating CDs/DVDs		17	18%
Creating/Editing PDFs		24	26%
Data Express		17	18%
Doodle		10	11%
Elluminate		19	20%

Excel		41	44%
FAST		11	12%
Faxing		7	7%
File & E-mail Management		12	13%
Illustrator		16	17%
InDesign		10	11%
Jing		8	9%
Moving Orientations/Presentations to the Web		15	16%
NeoGov Insight		13	14%
OneNote		9	10%
Outlook		23	24%
Phone System Features		9	10%
Photoshop		35	37%
PowerPoint		27	29%
Printing		6	6%
Publisher		15	16%
Scanning		9	10%
SMS (Student Management System)		18	19%
Streaming Media		18	19%
Telephone Systems Features		4	4%
Uploading/Editing Images		19	20%
Video Editing		22	23%
Word		15	16%
Other, Please Specify		6	6%


16. Would you like a particular topic presented to your entire department?

Yes		12	11%
No		93	89%
Total		105	100%





10 Responses

17. Do you receive adequate notification of workshops?



Yes		87	89%
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No		11	11%
Total		98	100%
12 Responses			

18. How do you rate the registration process for Staff Development workshops on campus?

1 Excellent		33	31%
2 Good		57	54%
3 Fair		13	12%
4 Poor		2	2%
Total		105	100%

19. How do you rate Staff Development's responsiveness to employee needs?

1 Excellent		34	32%
2 Good		53	50%
3 Fair		17	16%
4 Poor		1	1%
Total		105	100%

PRINT

CLOSE

Please note that reports with a large number of columns may not fit within the printed margins.

2010 Professional Development Needs Assessment Survey Cross Tab Report



Date: 1/25/2011 12:34 PM PST
Responses: Completes
Filter: No filter applied

COMMUNICATION SKILLS - I would most likely attend workshops on (Check all that apply):																										
	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
		98	12	34	12	13	27	23	31	45	37	16	46	61	55	69	41	9	79	83	78	41	51	79	40	35
Accent Correction	11 11.2%	0 0.0%	10 29.4%	0 0.0%	1 7.7%	0 0.0%	2 8.7%	3 9.7%	3 6.7%	3 8.1%	5 31.3%	5 10.9%	7 11.5%	8 14.5%	9 13.0%	2 4.9%	4 44.4%	9 11.4%	9 10.8%	9 11.5%	6 14.6%	5 9.8%	8 10.1%	4 10.0%	6 17.1%	0 0.0%
Business Writing	19 19.4%	2 16.7%	12 35.3%	0 0.0%	7 7.7%	14 14.8%	6 26.1%	6 19.4%	8 17.8%	8 21.6%	12 18.8%	12 26.1%	11 18.0%	13 23.6%	10 18.8%	2 24.4%	2 22.2%	18 22.8%	17 21.7%	17 21.8%	9 9.8%	11 21.6%	17 21.5%	22 22.5%	10 28.6%	1 25.0%
Communicating Across Generations	24 24.5%	2 16.7%	12 35.3%	3 25.0%	1 7.7%	6 22.2%	6 26.1%	5 16.1%	10 22.2%	9 24.3%	7 43.8%	15 32.6%	15 24.6%	15 27.3%	17 24.6%	13 31.7%	3 33.3%	22 28.9%	24 29.5%	23 29.5%	6 14.6%	11 21.6%	19 24.1%	8 20.0%	10 28.6%	1 25.0%
Conflict Resolution	37 37.8%	5 41.7%	13 38.2%	4 33.3%	3 23.1%	12 44.4%	10 43.5%	12 38.7%	17 37.8%	12 32.4%	7 43.8%	19 41.3%	21 34.4%	21 38.2%	29 42.0%	18 43.9%	5 55.6%	28 35.4%	33 39.8%	30 38.5%	14 34.1%	18 35.3%	32 40.5%	13 32.5%	15 43.1%	1 25.0%
Conversational Spanish	22 22.4%	2 16.7%	9 26.5%	4 33.3%	2 15.4%	5 18.5%	4 17.4%	4 12.9%	10 22.2%	11 29.7%	4 25.0%	10 21.7%	16 26.2%	12 21.8%	15 21.7%	11 26.8%	1 11.1%	19 24.1%	18 21.7%	18 23.1%	5 12.2%	14 27.5%	18 22.5%	9 22.9%	8 26.6%	1 25.0%
Conversational Russian	13 13.3%	1 8.3%	5 14.6%	2 16.7%	2 15.4%	6 22.2%	4 15.4%	5 16.1%	7 15.6%	6 16.2%	2 12.5%	7 11.5%	7 12.7%	10 14.5%	9 22.0%	3 33.3%	10 12.7%	10 12.0%	11 14.1%	11 14.6%	6 14.6%	11 21.6%	12 15.2%	7 17.5%	6 17.1%	0 0.0%
Customer Service	18 18.4%	1 8.3%	10 29.4%	1 8.3%	1 7.7%	5 18.5%	5 21.7%	11 35.5%	8 17.8%	6 16.2%	3 18.8%	8 17.4%	11 18.0%	13 23.6%	14 20.3%	12 29.3%	3 33.3%	15 19.0%	13 15.7%	14 17.9%	9 22.0%	11 21.6%	18 22.8%	6 15.0%	5 14.3%	1 25.0%
Dealing with Difficult People	42 42.9%	4 33.3%	16 47.1%	1 8.3%	7 53.8%	14 51.9%	13 56.5%	12 38.7%	21 46.7%	15 40.5%	8 50.0%	17 37.0%	27 44.3%	23 41.8%	33 47.8%	18 43.9%	7 77.8%	34 43.0%	37 44.6%	36 46.2%	21 51.2%	27 52.9%	36 45.6%	15 37.5%	15 42.9%	2 50.0%
Effective Communication	43 43.9%	4 33.3%	21 61.8%	4 33.3%	5 38.5%	9 33.3%	13 56.5%	17 54.8%	19 42.2%	13 35.1%	10 62.5%	27 58.7%	30 49.2%	27 49.1%	34 49.3%	18 43.9%	4 44.4%	34 43.0%	38 45.8%	35 44.9%	16 39.0%	21 41.2%	33 41.8%	18 45.0%	17 48.6%	3 75.0%
Effective Listening Skills	33 33.7%	3 25.0%	16 47.1%	2 16.7%	4 30.8%	8 29.6%	11 47.8%	11 35.5%	9 20.0%	12 32.4%	8 50.0%	19 41.3%	18 29.5%	16 29.1%	23 33.3%	12 29.3%	5 55.6%	29 29.1%	29 34.9%	28 35.9%	12 29.3%	15 29.4%	24 30.4%	11 27.5%	12 34.3%	1 25.0%
Effective Presentation Skills	42 42.9%	3 25.0%	16 47.1%	6 50.0%	9 69.2%	8 29.6%	11 47.8%	18 58.1%	17 37.8%	14 37.8%	13 81.3%	22 47.8%	27 44.3%	27 49.1%	33 47.8%	20 48.8%	6 66.7%	35 44.3%	37 44.6%	38 48.7%	19 46.3%	24 47.1%	33 41.8%	20 50.0%	19 54.3%	1 25.0%
E-mail & Web Communication	29 29.6%	3 25.0%	13 38.2%	3 33.3%	3 23.1%	6 22.2%	7 30.4%	11 35.5%	13 28.9%	10 27.0%	3 18.8%	12 26.1%	16 26.2%	17 30.9%	21 30.4%	14 34.1%	4 44.4%	26 32.9%	25 30.1%	26 33.3%	17 41.5%	16 31.4%	22 27.8%	11 27.5%	11 31.4%	0 0.0%
English/Usage Grammar	12 12.2%	0 0.0%	8 23.5%	1 8.3%	1 7.7%	2 7.4%	3 13.0%	5 16.1%	3 6.7%	5 13.5%	3 18.8%	9 19.6%	10 16.4%	10 18.2%	11 15.9%	4 9.8%	2 22.2%	10 12.7%	12 14.5%	12 15.4%	5 12.2%	7 13.7%	8 10.1%	4 10.0%	4 11.4%	1 25.0%
FISH! Workshops	12 12.2%	1 8.3%	3 8.8%	1 8.3%	1 23.1%	4 14.8%	5 21.7%	6 19.4%	5 11.1%	6 16.2%	6 6.3%	7 15.2%	8 13.1%	6 10.9%	7 10.1%	6 14.6%	2 22.2%	10 12.7%	12 14.5%	11 14.1%	7 17.1%	9 9.8%	12 12.7%	5 12.5%	6 17.1%	3 75.0%
Grant Writing	26 26.5%	2 16.7%	7 20.6%	5 41.7%	5 38.5%	7 25.9%	7 30.4%	10 32.3%	12 26.7%	12 32.4%	4 25.0%	13 28.3%	17 27.9%	13 23.6%	20 29.0%	13 31.7%	6 66.7%	23 29.1%	22 26.5%	22 28.2%	12 29.3%	16 31.4%	23 29.1%	13 32.5%	13 37.1%	2 50.0%
Interest Based Bargaining	12 12.2%	2 16.7%	6 17.6%	1 8.3%	1 7.7%	2 7.4%	5 21.7%	6 19.4%	3 6.7%	5 13.5%	2 12.5%	7 15.2%	9 14.8%	5 9.1%	8 11.6%	8 19.5%	3 33.3%	11 13.9%	11 13.3%	11 14.1%	7 17.1%	7 13.7%	11 13.9%	4 10.0%	5 14.3%	1 25.0%
Interviewing the Job Candidate	19 19.4%	3 25.0%	7 20.6%	1 8.3%	1 7.7%	7 25.9%	6 26.1%	6 19.4%	5 11.1%	9 24.3%	5 31.3%	8 17.4%	11 18.0%	11 20.0%	15 21.7%	9 22.0%	4 44.4%	17 21.7%	18 21.8%	17 22.0%	9 22.0%	17 17.6%	17 21.5%	5 12.5%	6 17.1%	0 0.0%
Mediation	19 19.4%	3 25.0%	7 20.6%	1 8.3%	1 23.1%	3 18.5%	6 26.1%	6 19.4%	2 4.4%	10 27.0%	3 18.8%	9 19.6%	11 18.0%	11 20.0%	16 23.2%	8 19.5%	2 22.2%	17 21.5%	15 18.1%	15 19.2%	8 19.5%	17 17.6%	17 21.5%	6 15.0%	6 17.1%	2 50.0%
Positive Communication	44 44.9%	4 33.3%	20 58.8%	4 33.3%	4 30.8%	12 44.4%	13 56.5%	18 58.1%	22 48.9%	16 43.2%	7 43.8%	27 58.7%	28 45.9%	26 47.3%	33 47.8%	18 43.9%	4 44.4%	35 44.3%	38 45.8%	33 42.3%	16 39.0%	20 39.2%	34 43.0%	19 47.5%	20 57.1%	4 100.0%
Sign Language	16 16.3%	2 16.7%	6 17.6%	2 16.7%	1 7.7%	5 18.5%	2 8.7%	6 19.4%	8 17.8%	9 24.3%	5 31.3%	7 15.2%	11 18.0%	9 16.4%	14 20.3%	10 24.4%	4 44.4%	15 19.0%	16 19.3%	14 17.9%	8 19.5%	11 21.6%	16 20.3%	8 20.0%	8 22.9%	0 0.0%
Team Building	31 31.6%	4 33.3%	12 35.3%	1 8.3%	4 30.8%	10 37.0%	13 56.5%	13 41.9%	12 26.7%	9 24.3%	5 31.3%	18 39.1%	17 27.9%	16 29.1%	23 33.3%	13 31.7%	5 55.6%	26 32.9%	28 33.7%	26 33.3%	12 29.3%	16 31.4%	24 30.4%	13 32.5%	13 37.1%	2 50.0%
Telephone Skills	8 8.2%	0 0.0%	6 17.6%	0 0.0%	0 0.0%	2 7.4%	1 4.3%	4 12.9%	1 2.2%	3 8.1%	5 31.3%	5 10.9%	5 8.2%	6 10.9%	8 11.6%	4 9.8%	2 22.2%	6 7.6%	7 7.2%	5 6.4%	5 12.2%	3 5.9%	7 8.9%	3 7.5%	4 11.4%	0 0.0%
Other, Please Specify	11 11.2%	2 16.7%	4 11.8%	3 25.0%	1 7.7%	1 3.7%	3 13.0%	4 12.9%	3 6.7%	5 13.5%	2 12.5%	6 13.0%	11 18.0%	9 16.4%	8 11.6%	1 2.4%	0 0.0%	10 12.7%	11 13.3%	11 14.1%	5 12.2%	5 9.8%	8 10.1%	4 10.0%	4 11.4%	1 25.0%

CUSTOMER SERVICE SKILLS - I would most likely attend workshops on (Check all that apply):																										
	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
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		72	8	28	6	10	20	19	23	32	28	13	33	45	39	52	30	7	55	61	57	32	36	56	24	26
Customer Service	23	4	9	3	1	6	8	8	11	7	3	10	11	15	17	13	2	20	18	17	9	12	21	11	9	1

	31.9%	50.0%	32.1%	50.0%	10.0%	30.0%	42.1%	34.8%	34.4%	25.0%	23.1%	30.3%	24.4%	38.5%	32.7%	43.3%	28.6%	36.4%	29.5%	29.8%	28.1%	33.3%	37.5%	45.8%	34.6%	33.3%
Dealing with Difficult People	58 80.6%	7 87.5%	23 82.1%	3 50.0%	8 80.0%	17 85.0%	18 94.7%	18 78.3%	25 78.1%	21 75.0%	10 76.9%	27 81.8%	36 80.0%	31 79.5%	43 82.7%	22 73.3%	6 85.7%	41 74.5%	50 82.0%	45 78.9%	25 78.1%	29 80.6%	43 76.8%	19 79.2%	21 80.8%	2 66.7%
FISH! Philosophy	19 26.4%	1 12.5%	6 21.4%	1 16.7%	4 40.0%	7 35.0%	7 36.8%	6 26.1%	11 34.4%	11 39.3%	1 7.7%	9 27.3%	12 26.7%	8 20.5%	13 25.0%	10 33.3%	2 28.6%	30 30.9%	17 29.5%	18 31.6%	9 28.1%	12 33.3%	15 26.8%	8 33.3%	9 34.6%	3 100.0%
Telephone Skills	5 6.9%	0 0.0%	4 14.3%	0 0.0%	0 0.0%	1 5.0%	1 5.3%	2 8.7%	0 0.0%	2 7.1%	2 15.4%	3 9.1%	4 8.9%	5 12.8%	2 9.6%	2 6.7%	1 14.3%	5 9.1%	4 6.6%	4 7.0%	1 3.1%	3 8.3%	5 8.9%	1 4.2%	1 3.8%	0 0.0%
Other, Please Specify	3 4.2%	0 0.0%	1 3.6%	0 0.0%	1 10.0%	1 5.0%	1 5.3%	3 13.0%	0 0.0%	1 3.6%	2 15.4%	3 9.1%	3 6.7%	3 7.7%	3 5.8%	1 3.3%	1 14.3%	3 5.5%	3 4.9%	3 5.3%	2 6.3%	2 5.6%	3 5.4%	1 4.2%	1 3.8%	0 0.0%

TEACHING SKILLS - I would most likely attend training on (Check all that apply):

	Total*	My employee type is:						The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours	
																											62
Copyright & FERPA	14 22.6%	1 25.0%	2 11.1%	4 30.8%	3 27.3%	4 25.0%	3 30.0%	4 22.2%	5 17.9%	5 22.7%	5 35.7%	6 18.8%	8 20.5%	12 26.7%	6 22.2%	5 83.3%	11 22.4%	11 21.2%	9 18.4%	7 28.0%	7 19.4%	11 22.0%	4 18.2%	5 27.8%	0 0.0%		
EDUC 201 - Teaching & Facilitating Learning I	8 12.9%	1 25.0%	3 16.7%	5 15.4%	1 9.1%	1 6.3%	2 20.0%	4 22.2%	1 3.6%	5 22.7%	2 14.3%	4 12.5%	4 10.3%	5 12.8%	5 11.1%	3 50.0%	8 16.3%	7 13.5%	7 14.3%	5 20.0%	4 11.1%	7 14.0%	2 9.1%	1 5.6%	0 0.0%		
EDUC 202 - Developing & Reviewing Programs	11 17.7%	0 0.0%	4 22.2%	2 15.4%	2 18.2%	3 18.8%	1 10.0%	4 22.2%	2 7.1%	7 31.8%	3 21.4%	8 25.0%	5 12.8%	7 17.9%	8 17.8%	6 22.2%	3 50.0%	10 20.4%	10 20.4%	4 16.0%	5 13.9%	10 20.0%	3 13.6%	2 2.2%	1 100.0%		
EDUC 206 - Teaching & Facilitating Learning II	8 12.9%	0 0.0%	3 16.7%	2 15.4%	2 18.2%	1 6.3%	2 20.0%	4 22.2%	1 3.6%	5 22.7%	2 14.3%	7 21.9%	5 12.8%	7 17.9%	5 11.1%	4 50.0%	7 14.3%	8 15.4%	8 16.3%	4 16.0%	4 11.1%	6 12.0%	3 13.6%	2 11.1%	1 100.0%		
EDUC 211 - Planning for Instruction (Curriculum Development)	12 19.4%	0 0.0%	3 16.7%	2 15.4%	4 36.4%	3 18.8%	4 40.0%	5 27.8%	4 14.3%	5 22.7%	4 28.6%	8 25.0%	7 17.9%	9 20.0%	6 22.2%	3 33.3%	2 66.7%	12 30.6%	11 21.2%	11 22.4%	4 16.0%	7 19.4%	10 20.0%	4 18.2%	0 0.0%		
EDUC 215 - Best Practices in Distance Learning	17 27.4%	0 0.0%	3 16.7%	4 30.8%	8 72.7%	2 12.5%	1 10.0%	5 27.8%	10 35.7%	9 40.9%	3 21.4%	10 31.3%	11 28.2%	11 28.2%	10 22.2%	9 33.3%	4 66.7%	15 30.6%	15 28.8%	14 28.6%	8 32.0%	12 33.3%	13 26.0%	5 22.7%	5 27.8%	1 100.0%	
EDUC 216 - Assessment of Learning	15 24.2%	1 25.0%	5 27.8%	2 15.4%	4 36.4%	3 18.8%	3 30.0%	6 33.3%	3 10.7%	8 36.4%	5 35.7%	11 34.4%	10 25.6%	10 25.6%	11 24.4%	7 25.9%	3 50.0%	13 26.5%	15 28.8%	14 28.6%	7 28.0%	9 25.0%	12 24.0%	2 22.7%	4 22.2%	1 100.0%	
EDUC 235 - Emerging Technology in Education	14 22.6%	0 0.0%	2 11.1%	4 30.8%	4 36.4%	4 25.0%	4 40.0%	5 27.8%	5 17.9%	9 40.9%	4 28.6%	8 25.0%	7 17.9%	9 23.1%	11 24.4%	8 29.6%	3 50.0%	14 28.6%	12 26.5%	13 26.5%	6 24.0%	9 25.0%	12 24.0%	3 13.6%	2 22.2%	1 100.0%	
EDUC 251 - Teaching Practicum I	6 9.7%	0 0.0%	1 5.6%	2 15.4%	2 18.2%	1 6.3%	1 10.0%	2 11.1%	1 3.6%	5 22.7%	1 7.1%	4 12.5%	3 7.7%	4 10.3%	4 8.9%	4 14.8%	2 33.3%	6 12.2%	5 9.6%	5 10.2%	2 8.0%	3 8.3%	5 10.0%	1 4.5%	2 11.1%	1 100.0%	
EDUC 252 - Teaching Practicum II	5 8.1%	0 0.0%	1 5.6%	1 7.7%	2 18.2%	1 6.3%	1 10.0%	2 11.1%	1 3.6%	4 18.2%	1 7.1%	4 12.5%	3 7.7%	4 10.3%	3 6.7%	3 11.1%	2 33.3%	5 10.2%	5 9.6%	5 10.2%	2 8.0%	3 8.3%	4 8.0%	1 4.5%	2 11.1%	1 100.0%	
Effective Angel Course Design	25 40.3%	0 0.0%	4 22.2%	8 61.5%	5 45.5%	8 50.0%	5 50.0%	10 55.6%	14 50.0%	9 40.9%	4 28.6%	18 56.3%	16 41.0%	19 48.7%	17 37.8%	12 44.4%	3 50.0%	22 44.9%	23 44.2%	20 40.8%	12 48.0%	15 41.7%	19 38.0%	12 54.5%	11 61.1%	1 100.0%	
eLearning Course Design Faculty Orientation	13 21.0%	0 0.0%	4 22.2%	4 30.8%	4 36.4%	1 6.3%	3 30.0%	4 22.2%	3 10.7%	3 13.6%	5 35.7%	8 28.1%	9 23.1%	9 23.1%	10 22.2%	4 14.8%	3 50.0%	11 22.4%	12 22.4%	11 22.4%	3 12.0%	7 19.4%	8 16.0%	6 27.3%	7 38.9%	1 100.0%	
Global Outcomes Learning Styles	16 25.8%	1 25.0%	5 27.8%	5 38.5%	3 27.3%	2 12.5%	5 50.0%	4 22.2%	7 25.0%	6 27.3%	4 28.6%	10 31.3%	10 25.6%	11 28.2%	12 26.7%	8 29.6%	3 50.0%	13 26.5%	15 28.8%	16 32.7%	4 16.0%	10 27.8%	14 28.0%	8 36.4%	8 44.4%	0 0.0%	
Manage Learning Environments	21 33.9%	0 0.0%	8 44.4%	3 23.1%	6 54.5%	4 25.0%	5 50.0%	8 44.4%	10 35.7%	6 27.3%	5 35.7%	13 40.6%	15 38.5%	15 38.5%	17 37.8%	9 33.3%	4 66.7%	17 34.7%	18 34.6%	16 32.7%	6 24.0%	10 27.8%	19 38.0%	7 31.8%	8 44.4%	1 100.0%	
Master Advisor	19 30.6%	3 75.0%	7 38.9%	7 7.7%	2 18.2%	6 37.5%	4 40.0%	6 33.3%	8 28.6%	7 31.8%	5 35.7%	11 34.4%	11 28.2%	13 33.3%	15 37.0%	10 66.7%	4 42.2%	16 32.7%	17 36.7%	18 28.0%	7 38.9%	14 34.0%	17 31.8%	8 44.4%	1 100.0%		
ScanTron Testing	4 6.5%	0 0.0%	1 5.6%	0 0.0%	2 18.2%	1 6.3%	1 10.0%	2 11.1%	2 7.1%	2 9.1%	2 7.1%	2 6.3%	2 5.1%	2 5.1%	2 4.4%	2 33.3%	4 8.2%	4 7.7%	3 6.1%	2 8.0%	3 8.3%	4 8.0%	2 9.1%	2 11.2%	0 0.0%		
Other, Please Specify	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	

LEADERSHIP SKILLS - I would most likely attend workshops on (Check all that apply):

	Total*	My employee type is:						The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours	
																											85
Consensus Building	18 21.2%	3 27.3%	6 21.4%	3 27.3%	3 25.0%	3 13.0%	7 30.4%	6 24.0%	8 20.5%	7 23.3%	3 20.0%	9 20.9%	8 15.1%	6 12.5%	10 16.4%	12 33.3%	5 62.5%	14 21.2%	16 24.2%	16 22.9%	8 22.9%	10 23.8%	14 20.6%	8 24.2%	6 20.0%	0 0.0%	
Conducting Meetings	18 21.2%	4 36.4%	6 21.4%	2 18.2%	2 16.7%	4 17.4%	5 21.7%	5 20.0%	8 20.5%	9 30.0%	3 20.0%	9 20.9%	10 18.9%	8 16.7%	12 19.7%	12 33.3%	4 50.0%	15 22.7%	17 23.3%	15 22.7%	9 25.7%	11 26.2%	17 25.0%	11 33.3%	10 33.3%	0 0.0%	
Effective Management	32 37.6%	6 54.5%	9 32.1%	2 18.2%	3 25.0%	12 52.2%	12 52.2%	11 44.0%	12 30.8%	13 43.3%	13 46.7%	16 37.2%	17 32.1%	16 33.3%	22 36.1%	17 47.2%	5 62.5%	26 39.4%	29 39.7%	28 42.4%	15 42.9%	17 40.5%	27 39.4%	13 33.3%	16 53.3%	2 50.0%	
Effective Supervision	34 40.0%	7 63.6%	5 17.9%	3 27.3%	3 25.0%	16 69.6%	13 56.5%	12 48.0%	14 35.9%	15 50.0%	4 26.7%	12 27.9%	20 37.7%	15 31.3%	24 39.3%	18 50.0%	4 50.0%	27 40.9%	32 43.8%	30 45.5%	15 42.9%	17 40.5%	28 41.2%	11 33.3%	11 36.7%	1 25.0%	
Leadership Skills	43 50.6%	5 45.5%	15 53.6%	5 45.5%	5 41.7%	13 56.5%	11 47.8%	15 60.0%	19 48.7%	18 60.0%	6 40.0%	22 51.2%	27 50.9%	24 50.0%	33 54.1%	19 52.8%	5 62.5%	35 53.0%	38 52.1%	38 57.6%	16 45.7%	21 50.0%	34 50.0%	15 45.5%	14 46.7%	3 75.0%	
Personal Ethics & Values	30 35.3%	1 9.1%	9 32.1%	5 45.5%	3 25.0%	12 52.2%	6 26.1%	6 24.0%	9 23.1%	13 43.3%	8 53.3%	16 37.2%	16 30.2%	14 29.2%	19 31.1%	15 41.7%	5 62.5%	25 37.9%	27 37.0%	23 34.8%	12 34.3%	12 28.6%	25 36.8%	14 42.4%	13 43.3%	3 75.0%	

Project Management	33 38.8%	4 36.4%	7 25.0%	4 36.4%	6 50.0%	12 52.2%	11 47.8%	9 36.0%	14 35.9%	13 43.3%	7 46.7%	19 44.2%	20 37.7%	17 35.4%	24 39.3%	19 52.8%	6 75.0%	28 42.4%	32 43.8%	29 43.9%	14 40.0%	22 52.4%	29 42.6%	14 42.4%	14 46.7%	3 75.0%
Setting & Achieving Goals	31 36.5%	0 0.0%	12 42.9%	4 36.4%	5 41.7%	10 43.5%	11 47.8%	7 28.0%	14 35.9%	14 46.7%	4 26.7%	18 41.9%	21 39.6%	17 35.4%	23 37.7%	13 36.1%	4 50.0%	40 42.9%	30 41.1%	27 40.9%	11 31.4%	14 33.3%	26 38.2%	13 39.4%	13 43.3%	2 50.0%
Time Management	39 45.9%	1 9.1%	17 60.7%	7 63.6%	5 41.7%	9 39.1%	8 34.8%	11 44.0%	19 48.7%	15 50.0%	6 40.0%	18 41.9%	26 49.1%	23 47.9%	32 52.5%	16 44.4%	6 75.0%	33 50.0%	34 46.6%	30 45.5%	14 40.0%	20 47.6%	33 48.5%	14 42.4%	14 46.7%	2 50.0%
Understanding Personnel Laws (e.g. FMLA, ADA, etc.)	22 25.9%	4 36.4%	32 31.1%	9 9.1%	2 16.7%	6 26.1%	7 30.4%	7 28.0%	8 20.5%	9 30.0%	9 46.7%	13 20.9%	13 24.5%	10 20.8%	14 23.0%	15 41.7%	4 50.0%	17 25.8%	19 26.0%	17 25.8%	12 34.3%	10 23.8%	21 30.9%	11 33.3%	10 33.3%	0 0.0%
Other, Please Specify	2 2.4%	0 0.0%	1 3.6%	0 0.0%	0 0.0%	1 4.3%	1 4.3%	1 4.0%	0 0.0%	1 3.3%	1 6.7%	2 4.7%	2 3.8%	1 2.1%	2 3.3%	1 2.8%	1 12.5%	2 3.0%	2 2.7%	2 3.0%	1 2.9%	0 0.0%	2 2.9%	0 0.0%	3 3.3%	0 0.0%

COLLEGE POLICIES/STATE LAWS - I would most likely attend workshops on (Check all that apply):

	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
	77	9	27	9	10	22	19	26	34	27	13	33	46	41	58	33	7	60	65	61	32	40	64	29	27	3
Americans with Disabilities Act (ADA)	19 24.7%	2 22.2%	5 18.5%	2 22.2%	3 30.0%	7 31.8%	5 26.3%	5 19.2%	9 26.5%	9 33.3%	4 30.8%	8 24.2%	11 23.9%	10 24.4%	16 27.6%	13 39.4%	4 57.1%	16 26.7%	19 29.2%	16 26.2%	9 28.1%	15 37.5%	16 25.0%	10 34.5%	6 22.2%	0 0.0%
Budget 101	33 42.9%	5 55.6%	12 44.4%	3 33.3%	3 30.0%	10 45.5%	10 52.6%	12 46.2%	14 41.2%	13 48.1%	5 38.5%	12 36.4%	18 39.1%	17 41.5%	24 41.4%	19 57.6%	5 71.4%	48 48.3%	29 44.6%	29 47.5%	19 59.4%	19 47.5%	29 45.3%	29 44.8%	12 44.4%	1 33.3%
Conducting Evaluations	24 31.2%	4 44.4%	8 29.6%	1 11.1%	5 50.0%	6 27.3%	5 26.3%	8 30.8%	9 26.5%	7 53.8%	8 24.2%	11 23.9%	12 29.3%	18 31.0%	11 33.3%	5 71.4%	19 31.7%	21 32.3%	19 31.1%	13 40.6%	15 37.5%	22 34.4%	15 51.7%	17 37.0%	0 0.0%	
Family Medical Leave Act (FMLA)	13 16.9%	1 11.1%	7 25.9%	0 0.0%	2 20.0%	3 13.6%	4 21.1%	5 19.2%	4 11.8%	6 22.2%	5 30.8%	7 15.2%	7 15.2%	6 14.6%	9 15.5%	7 21.2%	3 42.9%	10 16.7%	13 20.0%	11 18.0%	8 25.0%	6 15.0%	13 20.3%	6 20.7%	2 6.2%	0 0.0%
Hiring Procedures	17 22.1%	1 11.1%	8 29.6%	1 11.1%	1 10.0%	6 27.3%	6 31.6%	6 23.1%	5 14.7%	8 29.6%	7 30.8%	9 21.2%	9 19.6%	10 24.4%	12 20.7%	5 15.2%	3 42.9%	14 23.3%	14 24.6%	15 25.0%	8 25.0%	7 17.5%	16 25.0%	5 17.2%	7 25.9%	1 33.3%
Managing Your Department Budget	32 41.6%	5 55.6%	11 40.7%	5 55.6%	10 10.0%	10 45.5%	8 42.1%	11 42.3%	14 41.2%	12 44.4%	6 46.2%	12 36.4%	19 41.3%	17 41.5%	22 37.9%	15 45.5%	5 57.1%	28 46.7%	28 43.1%	28 45.9%	17 53.1%	16 40.0%	30 46.9%	18 48.3%	13 48.1%	1 33.3%
Purchase Order Procedures	20 26.0%	0 0.0%	8 29.6%	3 33.3%	1 10.0%	8 36.4%	6 31.6%	6 23.1%	6 17.6%	7 25.9%	8 61.5%	12 36.4%	9 19.6%	10 24.4%	12 20.7%	12 36.4%	5 71.4%	18 30.0%	19 29.5%	18 29.5%	10 31.3%	13 32.5%	19 29.7%	8 27.6%	9 29.6%	1 33.3%
Payroll Process & Procedures	13 16.9%	1 11.1%	6 22.2%	1 11.1%	1 10.0%	4 18.2%	5 26.3%	6 23.1%	6 17.6%	3 11.1%	3 23.1%	4 12.1%	5 10.9%	7 17.1%	8 13.8%	7 21.2%	5 71.4%	12 20.0%	12 18.5%	11 18.0%	9 28.1%	8 20.0%	11 17.2%	5 14.8%	4 10.0%	0 0.0%
Quality Assessment/Baldrige Criteria	5 6.5%	1 11.1%	3 3.7%	0 0.0%	1 10.0%	2 9.1%	3 15.8%	3 11.5%	1 2.9%	1 3.7%	1 7.7%	2 6.1%	2 4.3%	1 2.4%	2 3.4%	3 9.1%	2 28.6%	3 5.0%	5 7.7%	4 6.6%	2 6.3%	2 5.0%	4 6.3%	1 3.4%	3 11.1%	0 0.0%
Reading Your Budget Reports	25 32.5%	3 33.3%	7 25.9%	3 33.3%	2 20.0%	10 45.5%	7 36.8%	8 30.8%	13 38.2%	9 33.3%	5 38.5%	11 33.3%	11 23.9%	11 26.8%	18 31.0%	17 51.5%	5 71.4%	21 35.0%	23 35.4%	22 36.1%	15 46.9%	13 32.5%	24 37.5%	10 41.4%	10 37.0%	0 0.0%
Sexual Harassment	8 10.4%	0 0.0%	3 11.1%	1 11.1%	2 20.0%	2 9.1%	2 10.5%	4 15.4%	5 14.7%	2 7.4%	1 7.7%	3 9.1%	6 13.0%	5 12.2%	6 10.3%	6 18.2%	2 28.6%	8 13.3%	8 13.1%	8 13.1%	3 9.4%	6 15.0%	7 10.9%	3 10.3%	3 11.1%	0 0.0%
State Ethics Law	16 20.8%	1 11.1%	8 29.6%	1 11.1%	1 10.0%	5 22.7%	2 10.5%	7 26.9%	8 23.5%	5 18.5%	4 30.8%	6 18.2%	11 23.9%	9 22.0%	12 20.7%	8 24.2%	4 57.1%	12 20.0%	13 20.0%	12 19.7%	8 25.0%	7 17.5%	15 23.4%	8 27.6%	7 25.9%	1 33.3%
Travel Procedures	15 19.5%	1 11.1%	3 11.1%	2 22.2%	1 10.0%	8 36.4%	5 26.3%	8 30.8%	5 14.7%	5 18.5%	5 38.5%	8 24.2%	5 10.9%	8 19.5%	11 19.0%	11 33.3%	4 57.1%	15 25.0%	14 21.5%	15 24.6%	10 31.3%	15 22.5%	15 23.4%	5 17.2%	6 22.2%	0 0.0%
Union Contract Workshops	21 27.3%	1 11.1%	13 48.1%	2 22.2%	3 30.0%	9 9.1%	4 21.1%	11 42.3%	6 17.6%	5 18.5%	4 30.8%	9 27.3%	11 23.9%	12 29.3%	15 25.9%	11 33.3%	3 42.9%	16 26.7%	15 23.1%	17 27.9%	7 21.9%	8 20.0%	15 23.4%	7 17.2%	11 40.7%	1 33.3%
Other, Please Specify	2 2.6%	0 0.0%	1 3.7%	0 0.0%	0 0.0%	1 4.5%	1 5.3%	1 3.8%	1 2.9%	1 3.7%	0 0.0%	1 3.0%	2 4.3%	1 2.4%	2 3.4%	0 0.0%	0 0.0%	1 1.7%	1 1.5%	2 3.3%	0 0.0%	1 2.5%	2 3.1%	0 0.0%	0 0.0%	0 0.0%

DIVERSITY AWARENESS, UNDERSTANDING, & SUPPORT - I would most likely attend workshops on (Check all that apply):

	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
	72	8	26	7	9	22	18	19	36	27	10	34	44	39	56	31	6	57	61	55	29	37	57	27	25	2
Cultural Events & Training	43 59.7%	4 50.0%	15 57.7%	6 85.7%	6 66.7%	12 54.5%	14 77.8%	11 57.9%	17 47.2%	15 55.6%	8 80.0%	21 61.8%	26 59.1%	22 56.4%	32 57.1%	23 74.2%	6 100.0%	64 64.9%	36 59.0%	34 61.8%	17 58.6%	24 64.9%	33 57.9%	16 59.3%	14 56.0%	2 100.0%
Disability Issues	27 37.5%	2 25.0%	9 34.6%	2 28.6%	3 33.3%	11 50.0%	7 38.9%	9 47.4%	13 36.1%	14 51.9%	6 60.0%	13 38.2%	16 36.4%	17 43.6%	24 42.9%	15 48.4%	4 66.7%	22 38.6%	26 42.6%	24 43.6%	11 37.9%	19 51.4%	22 38.6%	11 40.7%	9 36.0%	1 50.0%
Gay/Lesbian/Transgender Issues	20 27.8%	4 50.0%	7 7.7%	2 42.9%	3 33.3%	8 36.4%	6 33.3%	6 31.6%	10 27.8%	8 29.6%	3 30.0%	10 29.4%	7 15.9%	9 23.1%	13 23.2%	16 51.6%	3 50.0%	18 31.6%	18 29.5%	18 32.7%	9 31.0%	11 29.7%	16 28.1%	9 33.3%	8 12.0%	1 50.0%
Race/Ethnic Diversity	24 33.3%	3 37.5%	3 23.1%	3 42.9%	3 33.3%	9 40.9%	7 38.9%	8 42.1%	12 33.3%	10 37.0%	3 30.0%	12 35.3%	12 27.3%	13 33.3%	17 30.4%	16 51.6%	3 50.0%	21 36.8%	21 34.4%	21 38.2%	11 37.9%	14 37.8%	20 35.1%	12 44.4%	2 48.0%	2 100.0%
Workplace Diversity	32 44.4%	6 75.0%	9 34.6%	4 57.1%	2 22.2%	11 50.0%	9 50.0%	8 42.1%	17 47.2%	14 51.9%	3 30.0%	16 47.1%	18 40.9%	20 51.3%	25 44.6%	20 64.5%	3 50.0%	30 52.6%	30 49.2%	28 50.9%	12 41.4%	20 54.1%	26 45.6%	17 63.0%	14 56.0%	2 100.0%
Veterans Affairs	17 23.6%	3 37.5%	4 15.4%	3 42.9%	2 22.2%	5 22.7%	3 16.7%	4 21.1%	9 25.0%	9 33.3%	4 40.0%	9 20.5%	9 20.5%	10 25.6%	13 23.2%	10 32.3%	4 66.7%	15 26.3%	16 26.2%	16 29.1%	8 27.6%	9 24.3%	14 24.6%	6 22.2%	7 28.0%	1 50.0%
Womens Issues	30 41.7%	2 25.0%	12 46.2%	2 28.6%	2 22.2%	12 54.5%	10 55.6%	7 36.8%	13 36.1%	13 48.1%	4 40.0%	17 50.0%	17 38.6%	17 43.6%	21 37.5%	14 45.2%	4 66.7%	24 42.1%	28 45.9%	24 43.6%	10 34.5%	16 43.2%	24 42.1%	11 40.7%	9 36.0%	2 100.0%
Other, Please Specify	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

0.0% 0.0%

HEALTH and WELLNESS - I would most likely attend workshops on (Check all that apply):

	Total*	My employee type is:						The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours	
	86	9	32	9	12	24	22	28	37	32	14	41	53	47	60	37	8	68	71	65	36	43	69	32	28	4	
Alternative Medicine	32 37.2%	4 44.4%	14 43.8%	5 55.6%	4 33.3%	5 20.8%	7 31.8%	13 46.4%	14 37.8%	6 42.9%	11 26.8%	21 39.6%	15 31.9%	25 41.7%	12 32.4%	6 75.0%	41 28.2%	27 38.0%	23 35.4%	19 52.8%	17 39.5%	25 36.2%	14 43.8%	11 39.3%	2 50.0%		
Chronic Illness	12 14.0%	0 0.0%	6 18.8%	1 11.1%	2 16.7%	3 12.5%	3 13.6%	3 10.7%	4 10.8%	5 15.6%	2 14.3%	6 15.1%	8 10.6%	5 15.0%	5 13.5%	2 25.0%	9 13.2%	7 12.9%	8 12.3%	2 5.6%	11 15.6%	9 13.0%	3 9.4%	5 17.9%	1 25.0%		
Depression in the Workplace	19 22.1%	1 11.1%	7 21.9%	2 22.2%	1 8.3%	8 33.3%	6 27.3%	6 21.4%	7 18.9%	7 21.9%	9 42.9%	10 18.9%	12 25.5%	14 23.3%	11 29.7%	4 50.0%	14 20.6%	15 21.1%	15 23.1%	7 19.4%	10 23.3%	19 27.5%	6 18.8%	6 21.4%	0 0.0%		
Emotional Fitness	29 33.7%	2 22.2%	7 21.9%	3 33.3%	2 16.7%	15 62.5%	7 31.8%	8 28.6%	15 40.5%	15 46.9%	5 35.7%	14 34.1%	17 32.1%	15 31.9%	22 36.7%	13 35.1%	3 37.5%	24 35.3%	28 39.4%	24 36.9%	11 30.6%	18 41.9%	27 39.1%	14 43.8%	13 46.4%	2 50.0%	
Emotional Impact of Retirement	12 14.0%	1 11.1%	3 9.4%	2 22.2%	2 16.7%	4 16.7%	3 13.6%	4 14.3%	4 10.8%	6 18.8%	2 14.3%	5 12.2%	5 9.4%	5 10.6%	7 11.7%	6 16.2%	4 50.0%	11 16.2%	11 15.5%	10 15.4%	4 11.1%	6 14.0%	11 15.9%	4 9.4%	5 17.9%	0 0.0%	
Ergonomics	23 26.7%	2 22.2%	8 25.0%	3 33.3%	4 33.4%	6 25.0%	6 27.3%	9 32.1%	12 32.4%	10 31.3%	12 29.3%	16 30.2%	15 31.9%	17 28.3%	10 27.0%	3 37.5%	29 29.4%	22 31.0%	19 29.2%	10 27.8%	14 32.6%	19 27.5%	34 44.5%	11 25.0%	7 50.0%		
Grief & Loss	10 11.6%	0 0.0%	3 9.4%	1 11.1%	2 16.7%	4 16.7%	3 13.6%	5 17.9%	3 8.1%	5 15.6%	3 21.4%	6 14.6%	5 9.4%	5 10.6%	9 15.0%	6 16.2%	4 50.0%	9 13.2%	9 12.7%	9 13.8%	4 11.1%	6 14.0%	10 14.5%	3 3.1%	3 10.7%	0 0.0%	
Infectious Disease Prevention	6 7.0%	0 0.0%	3 6.3%	2 22.2%	1 8.3%	1 4.2%	1 4.5%	3 10.7%	1 2.7%	3 9.4%	2 14.3%	2 4.9%	5 9.4%	3 6.4%	4 6.7%	2 5.4%	2 25.0%	5 7.4%	6 8.5%	4 6.2%	2 5.6%	4 4.7%	2 7.2%	5 3.1%	3 10.7%	0 0.0%	
Meditation	25 29.1%	2 22.2%	7 21.9%	3 33.3%	4 33.3%	9 37.5%	11 50.0%	7 25.0%	9 24.3%	14 43.8%	5 35.7%	12 29.3%	13 24.5%	13 27.7%	15 40.5%	4 50.0%	22 32.4%	22 31.0%	21 32.3%	13 36.1%	14 32.6%	20 29.0%	5 25.0%	8 28.6%	2 50.0%		
Nutrition	46 53.5%	3 33.3%	21 65.6%	5 55.6%	4 33.3%	13 54.2%	12 54.5%	16 57.1%	20 54.1%	20 62.5%	6 42.9%	25 61.0%	33 62.3%	28 59.6%	33 55.0%	20 54.1%	4 50.0%	39 57.4%	40 56.3%	37 56.9%	20 55.6%	22 51.2%	35 50.7%	16 50.0%	17 60.7%	2 50.0%	
Organizing Your Workstation	26 30.2%	2 22.2%	11 34.4%	3 33.3%	4 33.2%	6 25.0%	7 31.8%	10 35.7%	14 37.8%	11 34.4%	3 21.4%	13 31.7%	16 30.2%	16 34.0%	20 33.3%	15 40.5%	4 50.0%	21 30.9%	23 32.4%	23 35.4%	12 33.3%	16 37.2%	23 33.3%	10 31.3%	9 32.1%	1 25.0%	
Overcoming Adverse Conditions	15 17.4%	1 11.1%	4 12.5%	2 22.2%	2 16.7%	6 25.0%	5 22.7%	3 10.7%	6 16.2%	10 31.3%	3 21.4%	9 22.0%	7 13.2%	7 14.9%	8 13.3%	11 29.7%	5 62.5%	13 19.1%	13 18.3%	12 18.5%	19 19.4%	10 23.3%	14 20.3%	6 18.8%	5 17.9%	0 0.0%	
Personal Money Management	25 29.1%	0 0.0%	11 34.4%	3 33.3%	3 25.0%	8 33.3%	3 13.6%	12 42.9%	13 35.1%	8 25.0%	3 21.4%	9 22.0%	14 26.4%	12 25.5%	19 31.7%	10 27.0%	5 62.5%	18 26.5%	19 26.8%	21 32.3%	13 36.1%	11 25.6%	22 31.9%	14 34.4%	12 42.9%	1 25.0%	
Physical Fitness	39 45.3%	3 33.3%	17 53.1%	3 33.3%	5 41.7%	11 45.8%	9 40.9%	12 42.9%	18 48.6%	19 59.4%	5 35.7%	16 39.0%	23 43.4%	19 40.4%	28 46.7%	18 48.6%	5 62.5%	33 48.5%	33 46.5%	32 49.2%	16 44.4%	20 46.5%	31 44.9%	15 46.9%	13 46.4%	3 75.0%	
Smoking Cessation	2 2.3%	0 0.0%	1 3.1%	1 11.1%	0 0.0%	0 0.0%	1 4.5%	1 3.6%	0 0.0%	1 3.1%	2 9.9%	2 3.8%	1 2.1%	1 1.7%	1 2.7%	0 0.0%	2 2.9%	2 2.8%	2 3.1%	1 2.8%	1 2.3%	2 2.9%	1 3.1%	1 3.6%	1 25.0%		
Stress Management	38 44.2%	4 44.4%	15 46.9%	3 33.3%	4 33.3%	12 50.0%	12 54.5%	13 46.4%	17 45.9%	17 53.1%	5 35.7%	18 43.9%	22 41.5%	21 44.7%	27 45.0%	20 54.1%	4 50.0%	30 44.1%	32 45.1%	33 50.8%	16 44.4%	20 46.5%	31 44.9%	16 50.0%	15 53.6%	2 50.0%	
Workplace Bullying	13 15.1%	0 0.0%	6 18.8%	2 22.2%	1 8.3%	4 16.7%	4 18.2%	4 14.3%	6 16.2%	3 9.4%	2 14.3%	7 17.1%	8 15.1%	8 17.0%	9 15.0%	6 16.2%	2 25.0%	12 17.6%	12 16.9%	13 20.0%	5 13.9%	8 18.6%	13 18.8%	7 21.9%	8 28.6%	1 25.0%	
Other, Please Specify	1 1.2%	0 0.0%	1 3.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 3.6%	1 2.7%	0 0.0%	0 0.0%	1 1.9%	1 2.1%	1 1.7%	0 0.0%	0 0.0%	1 1.5%	1 1.4%	1 1.5%	1 2.8%	1 2.3%	1 1.4%	1 3.1%	1 3.6%	0 0.0%		

SAFETY - I would most likely attend workshops on (Check all that apply):

	Total*	My employee type is:						The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours	
	83	9	30	11	12	21	20	24	35	30	16	38	48	42	56	39	8	64	69	64	34	41	66	29	26	3	
Automated Electronic Defibrillator (AED)	30 36.1%	5 55.6%	7 23.3%	5 45.5%	5 41.7%	8 38.1%	7 35.0%	10 41.7%	13 37.1%	14 46.7%	5 31.3%	13 34.2%	18 37.5%	14 33.3%	17 30.4%	16 41.0%	5 62.5%	23 35.9%	28 40.6%	23 35.9%	14 41.2%	15 36.6%	25 37.9%	11 38.5%	10 31.5%	1 33.3%	
Bloodborne Pathogens	10 12.0%	0 0.0%	3 10.0%	1 9.1%	2 16.7%	4 19.0%	4 20.0%	4 16.7%	3 8.6%	5 16.7%	3 18.8%	5 13.2%	6 12.5%	4 9.5%	6 10.7%	6 15.4%	4 50.0%	8 12.5%	9 13.0%	8 12.5%	8 23.5%	6 14.6%	9 13.6%	7 24.1%	4 15.4%	1 33.3%	
CPR/First Aid/Emergency Response	51 61.4%	6 66.7%	17 56.7%	7 63.6%	10 83.3%	11 52.4%	12 60.0%	14 58.3%	20 57.1%	20 66.7%	12 75.0%	22 57.9%	30 62.5%	23 54.8%	34 60.7%	26 66.7%	6 75.0%	42 65.6%	45 65.2%	42 65.6%	22 64.7%	27 65.9%	40 60.6%	16 55.2%	17 65.4%	3 100.0%	
Emergency Preparedness	37 44.6%	5 55.6%	13 43.3%	6 54.5%	4 33.3%	9 42.9%	8 40.0%	12 50.0%	17 48.6%	16 53.3%	7 43.8%	16 42.1%	20 41.7%	17 40.5%	22 39.3%	19 48.7%	5 62.5%	27 42.2%	31 44.9%	30 46.9%	20 58.8%	20 48.8%	29 43.9%	14 48.3%	15 57.7%	1 33.3%	
Fire Extinguisher Training	17 20.5%	1 11.1%	7 23.3%	1 9.1%	3 25.0%	5 23.8%	5 25.0%	5 20.8%	6 17.1%	9 30.0%	5 31.3%	9 23.7%	10 20.8%	9 21.4%	10 17.9%	10 25.6%	5 62.5%	12 18.8%	16 23.2%	14 21.9%	11 32.4%	9 22.0%	16 24.2%	7 27.6%	7 26.9%	1 33.3%	
Material Safety Data Sheet (MSDS)	14 16.9%	0 0.0%	7 23.3%	4 36.4%	1 8.3%	2 9.5%	4 20.0%	6 25.0%	3 8.6%	5 16.7%	3 18.8%	10 26.3%	8 16.7%	9 21.4%	7 12.5%	7 17.9%	4 50.0%	11 17.2%	12 17.2%	11 17.2%	6 17.6%	8 19.5%	13 19.7%	7 24.1%	6 23.1%	1 33.3%	
Personal Safety Issues	28 33.7%	0 0.0%	13 43.3%	1 9.1%	4 33.3%	10 47.6%	10 50.0%	9 37.5%	14 40.0%	13 43.3%	4 25.0%	14 36.8%	16 33.3%	15 35.7%	19 33.9%	14 35.9%	7 87.5%	21 32.8%	23 33.3%	21 32.8%	17 50.0%	18 43.9%	25 37.9%	12 41.4%	8 30.8%	1 33.3%	
Self-Defense	37 44.6%	2 22.2%	14 46.7%	4 36.4%	5 41.7%	12 57.1%	10 50.0%	11 45.8%	16 45.7%	15 50.0%	8 60.5%	23 41.7%	20 50.0%	21 50.0%	25 44.6%	21 53.8%	5 62.5%	30 46.9%	30 43.5%	30 46.9%	7 20.6%	19 46.3%	32 48.5%	12 41.4%	15 57.7%	1 33.3%	
Violence in the Workplace	27 32.5%	3 33.3%	11 36.7%	2 18.2%	1 8.3%	10 47.6%	8 40.0%	9 37.5%	15 42.9%	9 30.0%	5 31.3%	13 34.2%	15 31.3%	16 38.1%	22 39.3%	15 38.5%	4 50.0%	23 35.9%	25 36.2%	23 35.9%	12 35.3%	16 39.0%	25 37.9%	11 37.9%	10 38.5%	0 0.0%	

Other, Please Specify	1 1.2%	0 0.0%	0 0.0%	0 0.0%	1 8.3%	0 0.0%	1 5.0%	1 4.2%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 12.5%	1 1.6%	1 1.4%	1 1.6%	0 0.0%	1 2.4%	1 1.5%	0 0.0%	0 0.0%	0 0.0%
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COMPUTER/TECHNICAL SKILLS WORKSHOPS - I would most likely attend workshops on (Check all that apply):

	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTC/FCE, LUCE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
		94	10	33	13	13	25	21	27	44	36	15	46	58	52	66	40	8	74	79	72	40	50	77	39	33
Access	27 28.7%	2 20.0%	11 33.3%	0 0.0%	5 38.5%	9 36.0%	8 38.1%	8 29.6%	10 22.7%	9 25.0%	7 46.7%	14 30.4%	16 27.6%	14 26.9%	21 31.8%	11 27.5%	4 50.0%	20 27.0%	25 31.6%	20 27.8%	11 27.5%	13 26.0%	22 28.6%	18 28.2%	12 36.4%	12 25.0%
Accessing e-mail/documents from off campus	12 12.8%	2 20.0%	4 12.1%	7 7.7%	4 30.8%	1 4.0%	1 4.8%	4 14.8%	6 13.6%	5 13.9%	2 13.3%	5 10.9%	7 12.1%	7 13.5%	9 13.6%	5 12.5%	2 25.0%	9 12.2%	11 13.9%	9 12.5%	6 15.0%	6 12.0%	10 13.0%	4 10.3%	5 15.2%	1 25.0%
Adding content to LWTC website with Ingeniux CMS	18 19.1%	4 40.0%	5 15.2%	2 15.4%	1 7.7%	6 24.0%	2 9.5%	7 25.9%	9 20.5%	10 27.8%	3 20.0%	4 8.7%	13 22.4%	11 21.2%	16 24.2%	10 25.0%	2 25.0%	15 20.3%	16 20.3%	16 22.2%	11 27.5%	11 22.0%	17 22.1%	9 23.1%	8 24.2%	0 0.0%
Admin Systems (SMS, FMS, etc.)	14 14.9%	1 10.0%	7 21.2%	1 7.7%	0 0.0%	5 20.0%	2 9.5%	4 14.8%	6 13.6%	7 19.4%	5 33.3%	7 15.2%	7 12.1%	9 17.3%	10 15.2%	7 37.5%	3 37.5%	12 16.2%	13 18.1%	13 18.1%	8 20.0%	10 20.0%	11 14.3%	6 15.4%	6 18.2%	0 0.0%
Angel Basics	18 19.1%	1 10.0%	6 18.2%	4 30.8%	2 15.4%	5 20.0%	6 28.6%	6 22.2%	9 20.5%	7 19.4%	4 26.7%	9 19.6%	9 15.5%	11 21.2%	12 18.2%	10 25.0%	3 37.5%	15 20.3%	17 21.5%	16 22.2%	11 27.5%	12 24.0%	15 19.5%	8 20.5%	4 12.1%	1 25.0%
Angel Intermediate	22 23.4%	1 10.0%	4 12.1%	6 46.2%	4 30.8%	7 28.0%	6 28.6%	7 25.9%	11 25.0%	9 25.0%	4 26.7%	15 32.6%	11 19.0%	14 26.9%	15 22.7%	13 32.5%	3 37.5%	20 27.0%	20 25.3%	20 27.8%	12 30.0%	16 32.0%	19 24.7%	8 20.5%	7 21.2%	0 0.0%
Angel Master	22 23.4%	2 20.0%	3 9.1%	6 46.2%	6 46.2%	5 20.0%	5 23.8%	7 25.9%	12 27.3%	8 22.2%	4 26.7%	14 30.4%	13 22.4%	13 25.0%	18 27.3%	11 27.5%	4 50.0%	28 28.4%	20 25.3%	19 26.4%	10 25.0%	16 32.0%	18 23.4%	8 28.2%	7 21.2%	0 0.0%
Camtasia	18 19.1%	2 20.0%	2 6.1%	4 30.8%	4 30.8%	6 24.0%	4 19.0%	6 22.2%	8 18.2%	8 22.2%	5 33.3%	6 13.0%	7 12.1%	6 11.5%	13 19.7%	14 35.0%	4 50.0%	17 23.0%	15 19.0%	16 22.2%	11 27.5%	12 24.0%	17 22.1%	7 17.9%	7 21.2%	1 25.0%
Copying	3 3.2%	0 0.0%	1 3.0%	1 7.7%	1 7.7%	0 0.0%	0 0.0%	1 3.7%	2 4.5%	1 2.8%	1 6.7%	3 6.5%	3 5.2%	3 5.8%	3 4.5%	2 5.0%	1 12.5%	3 4.1%	3 3.8%	2 2.8%	1 2.5%	2 4.0%	3 3.9%	2 5.1%	3 9.1%	0 0.0%
Creating CDs/DVDs	17 18.1%	1 10.0%	9 27.3%	3 23.1%	3 23.1%	4 4.0%	2 9.5%	4 14.8%	8 18.2%	8 22.2%	3 20.0%	10 15.2%	10 17.2%	10 19.2%	15 22.7%	8 20.0%	3 37.5%	17 23.0%	14 17.7%	14 19.4%	5 12.5%	5 20.0%	14 18.2%	5 12.8%	8 24.2%	0 0.0%
Creating/Editing PDFs	24 25.5%	0 0.0%	12 36.4%	5 38.5%	3 23.1%	4 16.0%	8 38.1%	7 25.9%	12 27.3%	8 22.2%	5 33.3%	13 28.3%	17 29.3%	15 28.8%	18 27.3%	11 27.5%	4 50.0%	23 31.1%	22 27.8%	20 27.8%	10 25.0%	16 32.0%	20 26.0%	13 33.3%	10 30.3%	1 25.0%
Data Express	17 18.1%	1 10.0%	10 30.3%	0 0.0%	2 15.4%	4 16.0%	6 28.6%	7 25.9%	8 18.2%	6 16.7%	3 20.0%	10 21.7%	11 19.0%	10 19.2%	11 16.7%	8 20.0%	4 50.0%	13 17.6%	15 18.1%	13 18.1%	5 12.5%	10 20.0%	16 20.8%	8 20.5%	7 21.2%	0 0.0%
Doodle	10 10.6%	1 10.0%	2 6.1%	2 15.4%	4 30.8%	1 4.0%	4 19.0%	4 14.8%	4 9.1%	4 11.1%	4 26.7%	5 10.9%	4 6.9%	5 9.6%	7 10.6%	5 12.5%	6 75.0%	9 12.2%	9 11.4%	8 11.1%	7 17.5%	5 10.0%	8 10.4%	5 12.8%	5 15.2%	0 0.0%
Elluminate	19 20.2%	1 10.0%	4 12.1%	5 38.5%	3 23.1%	6 24.0%	3 14.3%	8 29.6%	10 22.7%	8 22.2%	5 33.3%	8 17.4%	7 12.1%	9 17.3%	15 22.7%	15 37.5%	5 62.5%	19 25.7%	16 20.3%	17 23.6%	11 27.5%	13 26.0%	18 23.4%	8 20.5%	8 24.2%	0 0.0%
Excel	41 43.6%	3 30.0%	14 42.4%	4 30.8%	8 61.5%	12 48.0%	7 33.3%	14 51.9%	20 45.5%	13 36.1%	8 53.3%	25 54.3%	26 44.8%	26 50.0%	27 40.9%	18 45.0%	6 75.0%	41 31.9%	34 43.0%	29 40.3%	17 42.5%	22 44.0%	36 46.8%	51 65.2%	15 45.5%	1 25.0%
FAST	11 11.7%	1 10.0%	1 3.0%	3 23.1%	2 15.4%	4 16.0%	4 19.0%	5 18.5%	2 4.5%	3 8.3%	3 20.0%	6 13.0%	5 8.6%	7 13.5%	5 7.6%	6 15.0%	2 25.0%	9 12.2%	10 12.7%	9 12.5%	4 10.0%	7 14.0%	9 9.1%	5 12.8%	2 6.1%	0 0.0%
Faxing	7 7.4%	0 0.0%	2 6.1%	3 23.1%	1 7.7%	1 4.0%	0 0.0%	3 11.1%	2 4.5%	2 5.6%	1 6.7%	5 10.9%	6 10.3%	5 9.6%	6 9.1%	5 12.5%	0 0.0%	5 6.8%	5 6.3%	3 4.2%	2 5.0%	3 6.0%	7 9.1%	3 7.7%	3 9.1%	0 0.0%
File & E-mail Management	12 12.8%	1 10.0%	6 18.2%	1 7.7%	1 7.7%	3 12.0%	2 9.5%	4 14.8%	4 9.1%	8 22.2%	2 13.3%	6 13.0%	8 13.8%	7 13.5%	10 15.2%	5 12.5%	1 12.2%	9 13.9%	11 12.5%	9 17.5%	7 17.5%	5 10.0%	11 14.3%	6 15.4%	7 21.2%	1 25.0%
Illustrator	16 17.0%	1 10.0%	7 21.2%	7 7.7%	3 23.1%	4 16.0%	7 33.3%	4 14.8%	4 9.1%	7 19.4%	4 26.7%	8 17.4%	8 13.8%	8 15.4%	11 16.7%	7 17.5%	3 37.5%	15 20.3%	15 19.0%	15 20.8%	5 12.5%	9 18.0%	13 16.9%	5 12.8%	7 21.2%	1 25.0%
InDesign	10 10.6%	1 10.0%	3 9.1%	7 7.7%	2 15.4%	3 12.0%	5 23.8%	3 11.1%	2 4.5%	5 13.9%	2 13.3%	6 13.0%	5 8.6%	6 11.5%	5 7.6%	4 10.0%	1 12.5%	10 13.5%	10 12.7%	9 12.5%	2 5.0%	5 10.0%	8 10.4%	3 7.7%	3 9.1%	0 0.0%
Jing	8 8.5%	0 0.0%	2 6.1%	3 23.1%	3 23.1%	0 0.0%	1 4.8%	3 11.1%	5 11.4%	3 8.3%	0 0.0%	3 6.5%	5 8.6%	4 7.7%	6 9.1%	4 10.0%	1 12.5%	8 10.8%	6 7.6%	7 9.7%	3 7.5%	6 12.0%	7 9.1%	3 7.7%	2 6.1%	0 0.0%
Moving Orientations/Presentations to the Web	15 16.0%	3 30.0%	5 15.2%	1 7.7%	3 23.1%	3 12.0%	4 19.0%	7 25.9%	9 20.5%	5 13.9%	3 20.0%	6 13.0%	8 13.8%	7 13.5%	12 18.2%	8 20.0%	4 50.0%	14 18.9%	13 16.5%	14 19.4%	6 15.0%	6 18.0%	9 16.9%	13 20.5%	8 21.2%	0 0.0%
NeoGov Insight	13 13.8%	3 30.0%	3 9.1%	7 7.7%	2 15.4%	4 16.0%	1 4.8%	6 22.2%	6 13.6%	8 22.2%	2 13.3%	5 10.9%	9 15.5%	9 17.3%	11 16.7%	5 12.5%	2 25.0%	12 16.2%	12 15.2%	12 16.7%	6 15.0%	8 16.0%	12 15.6%	6 15.4%	5 16.2%	0 0.0%
OneNote	9 9.6%	0 0.0%	3 9.1%	7 7.7%	3 23.1%	2 8.0%	3 14.3%	5 18.5%	4 9.1%	2 5.6%	3 20.0%	5 10.9%	2 3.4%	3 5.8%	6 9.1%	5 12.5%	4 50.0%	8 10.8%	8 9.9%	7 11.1%	4 10.0%	3 6.0%	7 9.1%	2 2.6%	1 5.2%	0 0.0%
Outlook	23 24.5%	3 30.0%	5 15.2%	4 30.8%	5 38.5%	6 24.0%	4 19.0%	8 29.6%	11 25.0%	8 22.2%	4 26.7%	15 32.6%	15 25.9%	16 30.8%	16 24.2%	10 25.0%	3 37.5%	20 27.0%	21 26.6%	16 22.2%	10 25.0%	14 28.0%	21 27.3%	11 28.2%	9 27.3%	0 0.0%
Phone System Features	9 9.6%	2 20.0%	3 9.1%	2 15.4%	0 0.0%	2 8.0%	1 4.8%	3 11.1%	3 6.8%	2 5.6%	3 20.0%	4 8.7%	3 5.2%	5 9.6%	6 10.6%	6 15.0%	2 25.0%	7 9.5%	8 10.1%	8 11.1%	6 15.0%	5 10.0%	9 11.7%	5 12.8%	4 12.1%	0 0.0%
Photoshop	35 37.2%	2 20.0%	15 45.5%	4 30.8%	5 38.5%	9 36.0%	11 52.4%	10 37.0%	16 36.4%	11 30.6%	5 33.3%	22 47.8%	22 37.9%	22 42.3%	26 39.4%	13 32.5%	4 50.0%	32 43.2%	31 39.2%	29 40.3%	10 25.0%	19 38.0%	28 36.4%	13 33.3%	12 36.4%	1 25.0%
PowerPoint	27 28.7%	2 20.0%	8 24.2%	4 30.8%	7 53.8%	6 24.0%	8 38.1%	7 25.9%	12 27.3%	10 27.8%	5 33.3%	17 37.0%	19 32.8%	18 34.6%	16 24.2%	10 25.0%	4 50.0%	21 28.4%	24 30.4%	21 29.2%	12 30.0%	14 28.0%	22 28.6%	16 41.0%	13 39.4%	0 0.0%
Printing	6 6.4%	0 0.0%	2 6.1%	7 7.7%	2 15.4%	1 4.0%	1 4.8%	3 11.1%	2 4.5%	2 5.6%	2 13.3%	3 6.5%	3 5.2%	4 7.7%	4 6.1%	2 5.0%	2 25.0%	4 5.4%	4 5.1%	4 5.6%	2 5.0%	3 6.0%	5 6.5%	1 2.6%	4 12.1%	0 0.0%
Publisher	15 16.0%	1 10.0%	5 15.2%	2 15.4%	5 38.5%	2 8.0%	3 14.3%	4 14.8%	7 15.9%	4 11.1%	4 26.7%	10 21.7%	9 15.5%	12 23.1%	8 12.1%	5 12.5%	3 37.5%	11 14.9%	14 17.7%	11 15.3%	3 7.5%	9 18.0%	13 16.9%	7 17.9%	6 18.2%	0 0.0%
Scanning	9 9.6%	0 0.0%	4 12.1%	7 7.7%	2 15.4%	2 8.0%	3 14.3%	4 14.8%	2 4.5%	4 11.1%	3 20.0%	7 15.2%	6 10.3%	6 11.5%	8 12.1%	5 12.5%	4 50.0%	7 9.5%	8 10.1%	5 6.9%	4 10.0%	5 10.0%	9 11.7%	3 7.7%	4 12.1%	0 0.0%
SMS (Student Management System)	18 19.1%	1 10.0%	8 24.2%	2 15.4%	2 15.4%	5 20.0%	7 33.3%	8 29.6%	6 13.6%	8 22.2%	3 20.0%	11 23.9%	10 17.2%													

Streaming Media	18 19.1%	0 0.0%	7 21.2%	4 30.8%	3 23.1%	4 16.0%	4 19.0%	8 29.6%	8 18.2%	9 25.0%	3 20.0%	6 13.0%	8 13.8%	8 15.4%	12 18.2%	10 25.0%	3 37.5%	17 23.0%	13 16.5%	16 22.2%	10 25.0%	11 22.0%	15 19.5%	6 15.4%	7 21.2%	2 50.0%
Telephone Systems Features	4 4.3%	0 0.0%	4 12.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 7.4%	0 0.0%	3 8.3%	2 13.3%	2 4.3%	2 3.4%	3 5.8%	4 6.1%	2 5.0%	2 25.0%	3 4.1%	4 5.1%	4 5.6%	2 5.0%	2 4.0%	4 5.2%	0 0.0%	1 3.0%	0 0.0%
Uploading/Editing Images	19 20.2%	1 10.0%	8 24.2%	2 15.4%	5 38.5%	3 12.0%	4 19.0%	4 14.8%	10 22.7%	8 22.2%	1 6.7%	6 13.0%	11 19.0%	10 19.2%	14 21.2%	8 20.0%	4 50.0%	17 23.0%	15 19.0%	14 19.4%	8 20.0%	11 22.0%	16 20.8%	8 20.5%	8 24.2%	1 25.0%
Video Editing	22 23.4%	1 10.0%	6 18.2%	7 53.8%	3 23.1%	5 20.0%	3 14.3%	8 29.6%	11 25.0%	7 19.4%	5 33.3%	13 22.4%	17 32.7%	17 25.8%	9 22.5%	2 25.0%	20 27.0%	20 25.3%	21 29.2%	9 22.5%	14 28.0%	19 24.7%	8 20.5%	10 30.3%	0 0.0%	
Word	15 16.0%	0 0.0%	9 27.3%	2 15.4%	2 15.4%	2 8.0%	2 9.5%	5 18.5%	6 13.6%	5 13.9%	2 13.3%	10 21.7%	13 22.4%	13 25.0%	12 18.2%	7 17.5%	2 25.0%	13 17.7%	14 15.3%	11 15.3%	4 10.0%	8 16.0%	14 18.2%	6 15.4%	6 18.2%	0 0.0%
Other, Please Specify	6 6.4%	3 30.0%	1 3.0%	0 0.0%	2 15.4%	0 0.0%	1 4.8%	1 3.7%	3 6.8%	1 2.8%	1 6.7%	2 4.3%	4 6.9%	2 3.8%	6 9.1%	3 7.5%	0 0.0%	4 4.1%	7 7.6%	4 5.6%	1 2.5%	2 4.0%	3 3.9%	2 5.1%	3 9.1%	1 25.0%

Would you like a particular topic presented to your entire department?																										
	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
	105	12	35	16	14	28	23	32	48	38	19	49	65	60	73	44	10	84	90	81	43	54	84	42	36	4
Yes	12 11.4%	2 16.7%	2 5.7%	1 6.3%	1 7.1%	6 21.4%	5 21.7%	4 12.5%	3 6.3%	5 13.2%	4 21.1%	5 10.2%	7 10.8%	6 10.0%	10 13.7%	8 18.2%	3 30.0%	9 10.7%	11 12.2%	9 11.1%	6 14.0%	5 9.3%	7 8.3%	7 16.7%	5 13.9%	1 25.0%
No	93 88.6%	10 83.3%	33 94.3%	15 93.8%	13 92.9%	22 78.6%	18 78.3%	28 87.5%	45 93.8%	33 86.8%	15 78.9%	44 89.2%	58 89.2%	54 90.0%	63 86.3%	36 81.8%	7 70.0%	75 89.3%	79 87.8%	72 88.9%	37 86.0%	49 90.7%	77 91.7%	85 83.3%	31 86.1%	3 75.0%

Do you receive adequate notification of workshops?																										
	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
	98	12	33	12	14	27	22	29	46	37	17	47	60	56	69	42	10	77	83	75	40	51	77	39	34	3
Yes	87 88.8%	12 100.0%	30 90.9%	11 91.7%	11 78.6%	23 85.2%	18 81.8%	26 89.7%	40 87.0%	32 86.5%	16 94.1%	39 83.0%	56 93.3%	50 89.3%	62 89.9%	37 88.1%	7 70.0%	67 87.0%	73 88.0%	66 88.0%	35 87.5%	45 88.2%	68 88.3%	32 82.1%	30 88.2%	2 66.7%
No	11 11.2%	0 0.0%	3 9.1%	1 8.3%	3 21.4%	4 14.8%	4 18.2%	3 10.3%	6 13.0%	5 13.5%	1 5.9%	8 17.0%	4 6.7%	6 10.7%	7 10.1%	5 11.9%	3 30.0%	10 13.0%	10 12.0%	9 12.0%	5 12.5%	6 11.8%	9 11.7%	7 17.9%	4 11.8%	1 33.3%

How do you rate the registration process for Staff Development workshops on campus?																										
	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
	105	12	35	16	14	28	23	32	48	38	19	49	65	60	73	44	10	84	90	81	43	54	84	42	36	4
Excellent	33 31.4%	7 58.3%	10 25.7%	3 18.8%	2 14.3%	12 42.9%	5 21.7%	12 37.5%	18 37.5%	12 31.6%	8 42.1%	14 28.6%	21 32.3%	22 36.7%	23 31.5%	16 36.4%	4 40.0%	22 26.2%	29 32.2%	25 30.9%	12 27.9%	20 37.0%	28 33.3%	16 38.1%	14 38.9%	0 0.0%
Good	57 54.3%	4 33.3%	20 57.1%	10 62.5%	11 78.6%	12 42.9%	16 69.6%	16 50.0%	21 43.8%	22 57.9%	10 52.6%	28 57.1%	35 53.8%	31 51.7%	40 54.8%	20 45.5%	5 50.0%	50 59.5%	49 54.4%	45 55.6%	22 51.2%	28 51.9%	41 48.8%	17 40.5%	16 44.4%	3 75.0%
Fair	13 12.4%	1 8.3%	6 17.1%	2 12.5%	0 0.0%	4 14.3%	2 8.7%	4 12.5%	7 14.6%	4 10.5%	1 5.3%	6 12.2%	8 12.3%	6 10.0%	8 11.0%	6 13.6%	0 0.0%	10 11.9%	11 12.2%	10 12.3%	7 16.3%	5 9.3%	13 15.5%	8 19.0%	6 16.7%	1 25.0%
Poor	2 1.9%	0 0.0%	0 0.0%	1 6.3%	1 7.1%	0 0.0%	0 0.0%	0 0.0%	2 4.2%	0 0.0%	0 0.0%	1 2.0%	1 1.5%	1 1.7%	2 2.7%	2 4.5%	1 10.0%	2 2.4%	1 1.1%	1 1.2%	2 4.7%	1 1.9%	2 2.4%	1 2.4%	0 0.0%	0 0.0%

How do you rate Staff Development's responsiveness to employee needs?																										
	Total*	My employee type is:					The most convenient time slots for me to take classes are (Check all that apply):					The most convenient days for me to take classes are (Check all that apply):						The quarter(s) I would like to take classes are (Check all that apply):				I can generally attend workshops that are (Check all that apply):				
		Administration	Classified (LWTCFCE, IUOE, PPOCED)	Full-time Faculty	Part-time Faculty	Prof-Tech	Morning (7am-11am)	Mid-day (11am-1pm)	Early afternoon (1pm-3pm)	Late afternoon (3pm-4:30pm)	Evening (4:30pm-7pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fall	Winter	Spring	Summer	30 minutes	1 hour	1 1/2 hour	2 hours	4 hours
	105	12	35	16	14	28	23	32	48	38	19	49	65	60	73	44	10	84	90	81	43	54	84	42	36	4
Excellent	34 32.4%	6 50.0%	10 28.6%	4 25.0%	2 14.3%	12 42.9%	4 17.4%	12 37.5%	18 37.5%	12 31.6%	7 36.8%	14 28.6%	24 36.9%	24 40.0%	25 34.2%	17 38.6%	3 30.0%	25 29.8%	29 32.2%	26 32.1%	11 25.6%	22 40.7%	29 34.5%	14 33.3%	10 27.8%	0 0.0%
Good	53 50.5%	6 50.0%	16 45.7%	10 62.5%	9 64.3%	12 42.9%	13 56.5%	14 43.8%	21 43.8%	21 55.3%	10 55.1%	27 47.7%	31 46.7%	28 46.7%	37 50.7%	20 45.5%	3 30.0%	45 53.6%	48 53.3%	43 53.1%	23 53.5%	21 38.9%	40 47.6%	16 38.1%	18 50.0%	2 50.0%
Fair	17 16.2%	0 0.0%	9 25.7%	2 12.5%	2 14.3%	4 14.3%	6 26.1%	6 18.8%	8 16.7%	5 13.2%	2 10.5%	8 16.3%	10 15.4%	8 13.3%	10 13.7%	6 13.6%	3 30.0%	13 15.5%	13 14.4%	12 14.8%	8 18.6%	10 18.5%	14 16.7%	11 26.2%	8 22.2%	2 50.0%
	1	0	0	0	1	0	0	0	1	0	0	0	0	0	1	1	1	1	0	0	1	1	1	1	0	0

Poor	1.0%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	2.1%	0.0%	0.0%	0.0%	0.0%	0.0%	1.4%	2.3%	10.0%	1.2%	0.0%	0.0%	2.3%	1.9%	1.2%	2.4%	0.0%	0.0%
------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	-------	------	------	------	------	------	------	------	------	------

*Total = The number of respondents for the entire survey who answered the Row question and, if a filter is applied, meet the filter criteria.

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2010 Professional Development Needs Assessment Survey

Results Overview



Date: 1/7/2011 9:36 AM PST

Responses: Completes

Filter: No filter applied

6. COMMUNICATION SKILLS - I would most likely attend workshops on (Check all that apply):

#	Response
1	Fund Accounting Presentation would be helpful for all finance staff.
2	First aid and CPR
3	deescalation techniques
4	
5	integrating advanced internet tools into Angel
6	computer skills
7	Cross cultural understanding & communication
8	diversity
9	gardening tips
10	something like what Toastmasters club might do
11	microsoft office and computer graphic tune ups

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Results Overview



Date: 1/7/2011 9:43 AM PST

Responses: Completes

Filter: No filter applied

7. CUSTOMER SERVICE SKILLS - I would most likely attend workshops on (Check all that apply):

#	Response
1	deescalation techniques
2	Effective teaching skills
3	De-escalation - prevent emotional distress and burnout, • improve relationships between administration and frontline workers , • improve teamwork among administrators and staff in handling high intensity, threatening individuals.

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Results Overview



Date: 1/7/2011 9:41 AM PST

Responses: Completes

Filter: No filter applied

9. LEADERSHIP SKILLS - I would most likely attend workshops on (Check all that apply):

#	Response
1	Judicial issues - student discipline and the laws
2	Building Metacognition and thinking skills.

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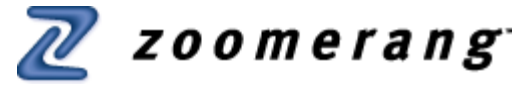
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Results Overview



Date: 1/7/2011 9:45 AM PST
Responses: Completes
Filter: No filter applied

10. COLLEGE POLICIES/STATE LAWS - I would most likely attend workshops on (Check all that apply):

#	Response
1	Student discipline and the laws
2	College Safety Procedures

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Results Overview



Date: 1/7/2011 9:47 AM PST
Responses: Completes
Filter: No filter applied

12. HEALTH and WELLNESS - I would most likely attend workshops on (Check all that apply):

#	Response
1	Weight Loss, but not put on by a corporation like Weight Watchers where I have to pay a fee. I tried them, paid their fee and never lost any weight. Did better on my own.

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Results Overview



Date: 1/7/2011 9:49 AM PST
Responses: Completes
Filter: No filter applied

13. SAFETY - I would most likely attend workshops on (Check all that apply):

#	Response
1	Catastrophy response - keeping everyone else calm

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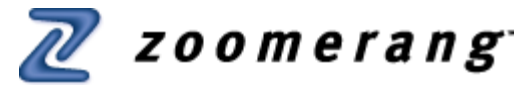
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Results Overview



Date: 1/7/2011 9:51 AM PST

Responses: Completes

Filter: No filter applied

14. COMPUTER/TECHNICAL SKILLS WORKSHOPS - I would most likely attend workshops on (Check all that apply):

#	Response
1	FMS customer accounts (BM16250) screen, New query tool with Lift and Shift, Creating Macros in Access and Excel
2	outlook
3	How to use the new Technology: New Cell Phones, IPOD's, Netbooks, not all of the older generation "get's it".
4	excel master level
5	Social media i.e. LinkedIn, Facebook, twitter
6	related training to college applications

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Results Overview



Date: 1/7/2011 9:52 AM PST

Responses: Completes

Filter: No filter applied

15. Which classes do you enjoy the most?

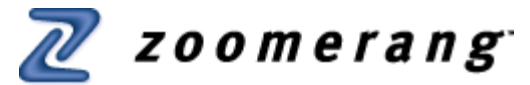
#	Response
1	interactive, hands on learning
2	Professional Development
3	Technical programs, skill-building
4	diversity
5	Fun, Interactive, Informative
6	diversity, communications
7	Things I can put to use within my area.
8	I enjoy classes in which part of the time is lecture and part of the time is spent in practice (i.e. Lecture on the various features of InDesign and then practical examples to work through).
9	health related classes
10	How to classes...learning the in's and out's of using new technology.
11	computer skills classes
12	Practical Skills classes.
13	Hands on computer
14	The ones where I learn something new.
15	Art
16	E learning workshops are outstanding.
17	Anatomy
18	Excell
19	I'm too new to know...
20	leadership skills, diversity awareness, and computer/technical.
21	computer skills workshops
22	Team building
23	I enjoy hands on workshops the most, I learn more that way
24	TLC classes and ones from the library
25	meditation, ones where I can walk away with useful information.
26	Enjoy File & E-mail Management. I have a lot of emails and files, and I'm looking for a more efficient organizing method.
27	NOT SURE.
28	I didn't go.
29	Classes that help me help the school be a better functioning system
30	health and wellness classes
31	Leadership Skills and Alternative Medicine

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Results Overview



Date: 1/7/2011 9:54 AM PST

Responses: Completes

Filter: No filter applied

16. Would you like a particular topic presented to your entire department?

#	Response
1	BM1620 screen training, fund accounting,new FMS query being devised for Lift & Shift FMS data.
2	Developmental advising v prescriptive advising
3	what to do in an active shooter situation. Safety drills
4	Student Development - disability and GLBT
5	HIV/Aids and Blood Borne Pathagens
6	Asience
7	personal safety issues
8	Supervisory related workshops
9	Student Services
10	Security. Emergency response.

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Results Overview



Date: 1/7/2011 9:56 AM PST

Responses: Completes

Filter: No filter applied

17. Do you receive adequate notification of workshops?

#	Response
1	my appointment schedule can be booked out 3 to 4 weeks...one month or more notification would be helpful in student services
2	Announcing the event a couple of weeks in advance.
3	Send notices monthly for an overview and then reminders one to two weeks ahead.
4	I've never been able to attend one, since I need so much notice. really need to plan a minimum of one month in advance, due to the nature of my schedule (I'm a consultant and an instructor). For me, 5 to 6 weeks ahead is the best for notice, and allows me to schedule other events around the workshops that I would want to attend. Otherwise, I just can't attend, no matter how interesting the subject is, since, once scheduled, I can't easily reschedule consultations or my other responsibilities.
5	Inform us the dates and times at least 1 month in advance
6	Need at least a month in advance. Email to all employees
7	I would appreciate about 1 month notice to plan ahead so I can adjust my schedule accordingly
8	for TLC just a couple days earlier. They tend to come out on Monday the week of, it would be nice to get them the week before-Thursday
9	Give one sheet with all workshops in categories rather than all the e-mail advertisements!
10	many faculty schedule lectures and specific activities in advance. A one week to two week advance notice helps in modifying any preset schedule without problems.
11	we need to be notified earlier of classes being offered
12	Send email to all employees

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Results Overview



Date: 1/7/2011 10:00 AM PST

Responses: Completes

Filter: No filter applied

20. List professional and/or personal development activities not identified above that you would like to have offered next year.

#	Response
1	Since the college has a fair amount of turnover and change, I would like to see a session on "Who's who" on campus. As in if I have an issue with XX (person, event, purchasing, etc) who (or what department) do I contact?
2	I would consider teaching on alternative medicine.
3	Lunch time walking group.
4	Cake decorating or something hands on involving cooking healthy.
5	How do you establish and organize quickly a new course from the ground up? Assume that the curriculum is available and the course has never been offer at LWTC.
6	Understanding the system that determines if one is half time and eligible for benefits
7	Excel workshops on specific topics
8	Green/Resource Conservation/Recycling topics
9	Data Express in depth workshops.

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