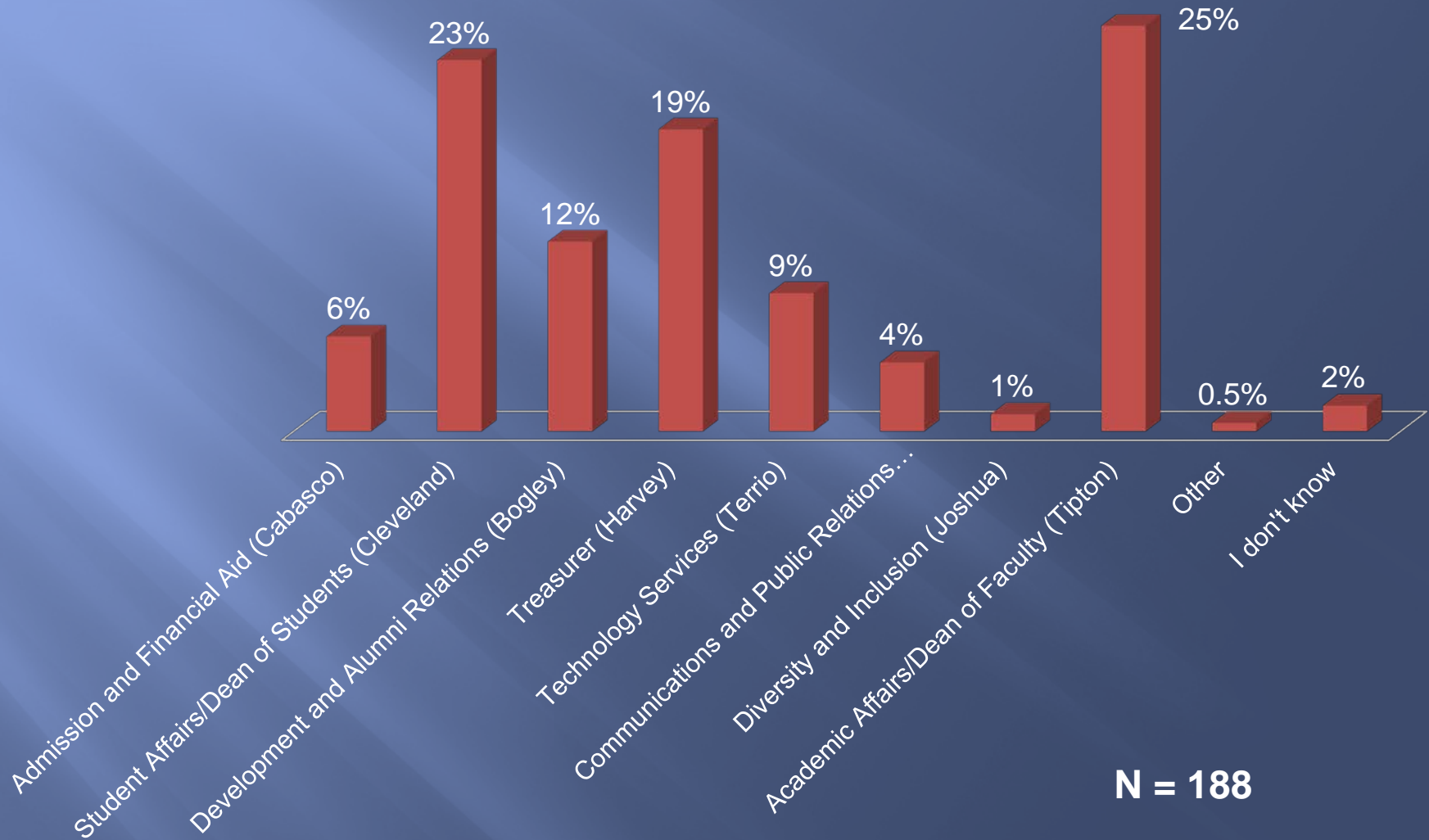


Whitman College Staff Training Needs Assessment

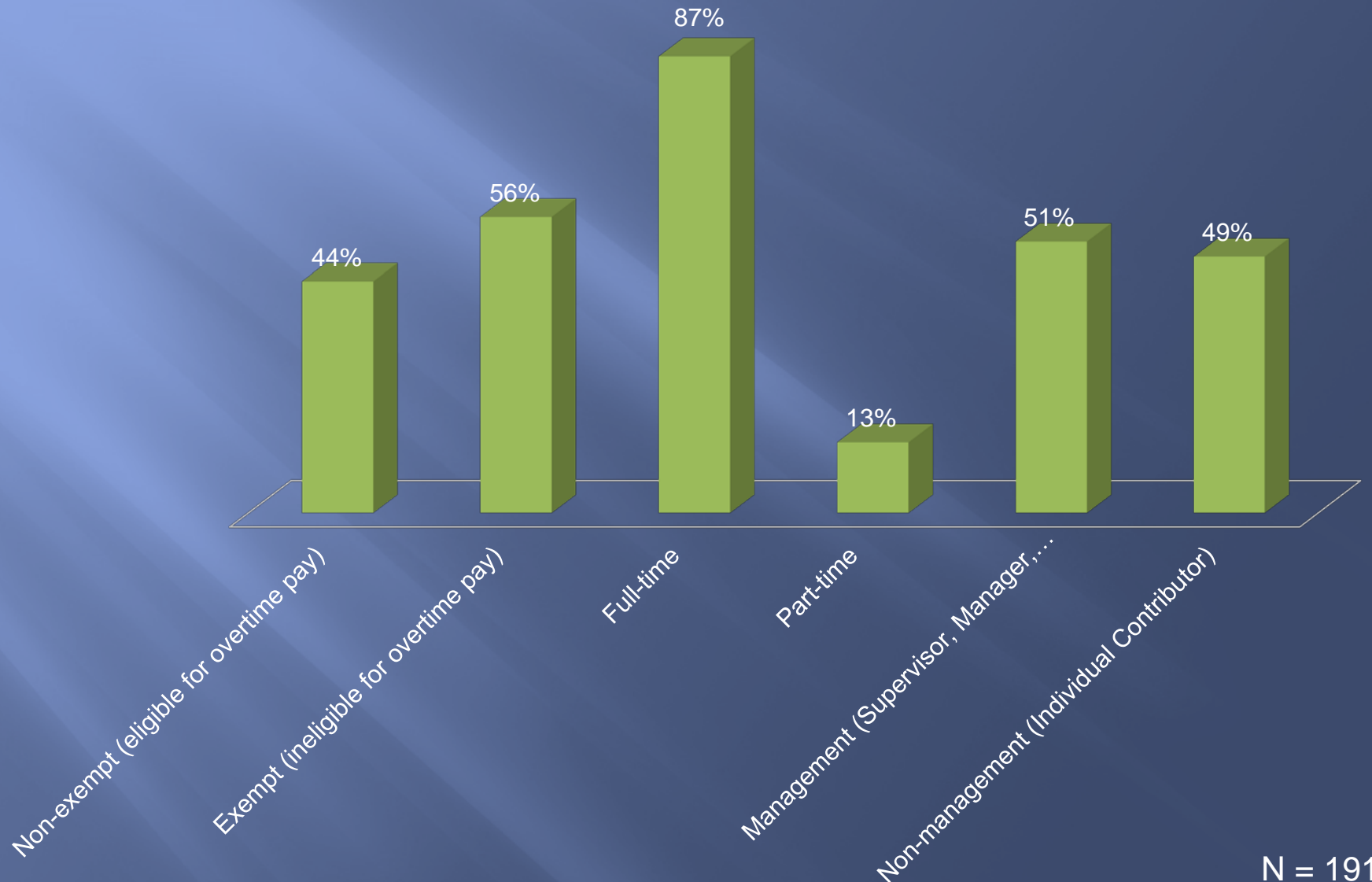
Human Resource Department
May 2017

Q1 - In which functional organization do you work?



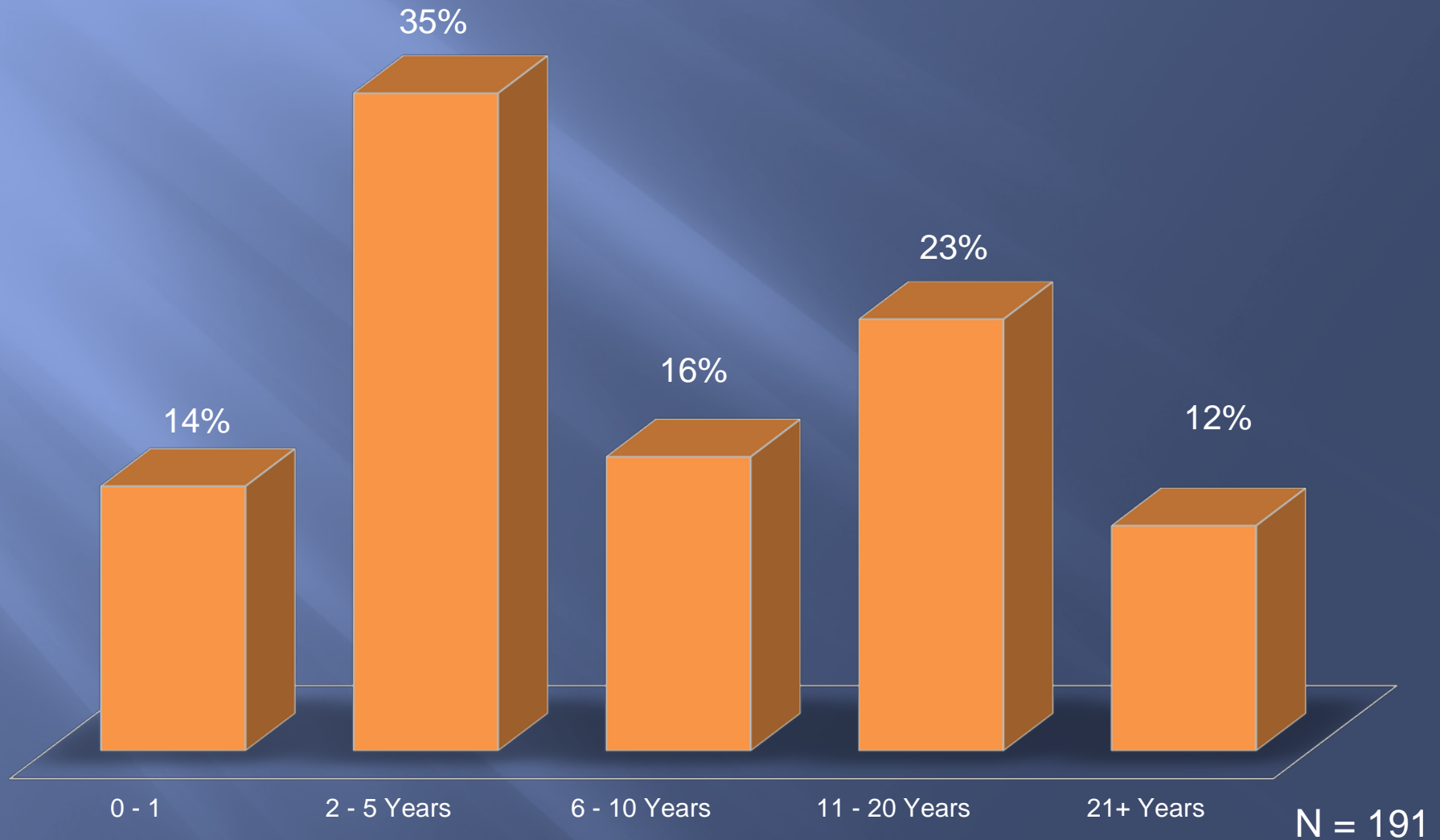
N = 188

Q2 - How would you describe your primary staff position at Whitman College (Mark all that apply)?

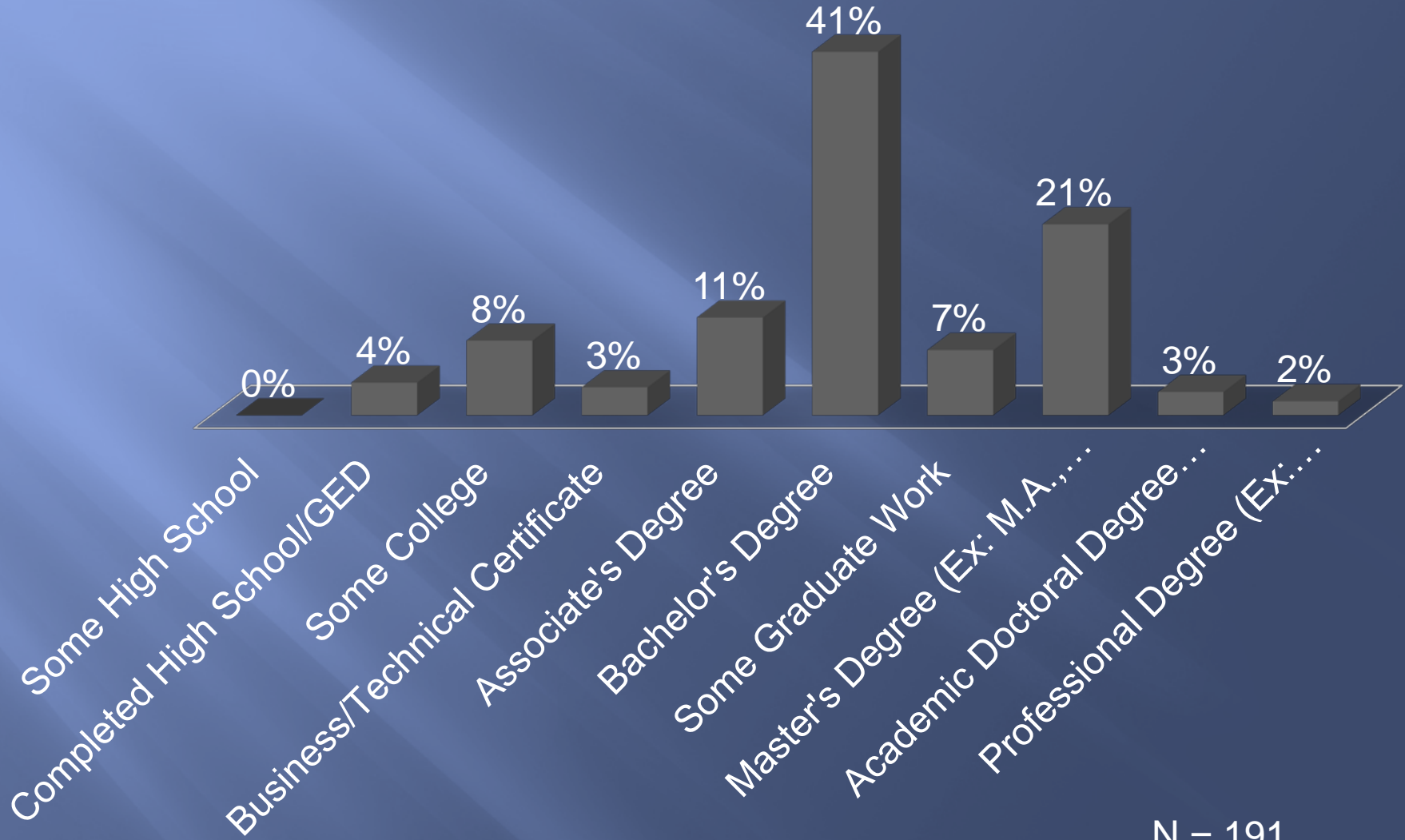


N = 191

Q3 - Your years of service at Whitman?

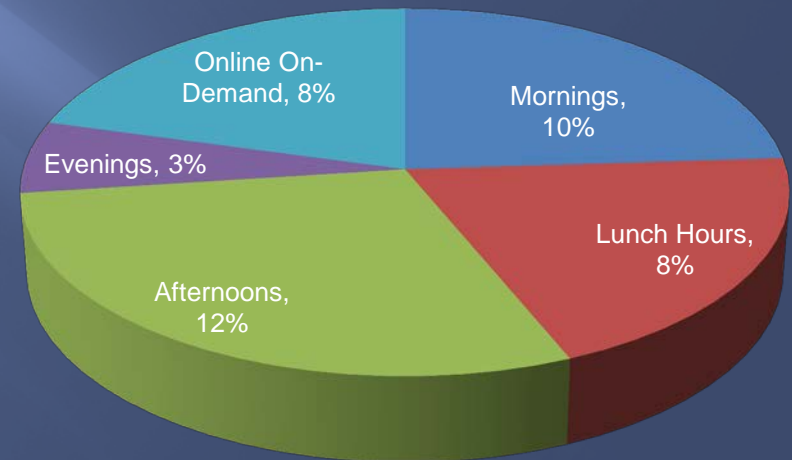
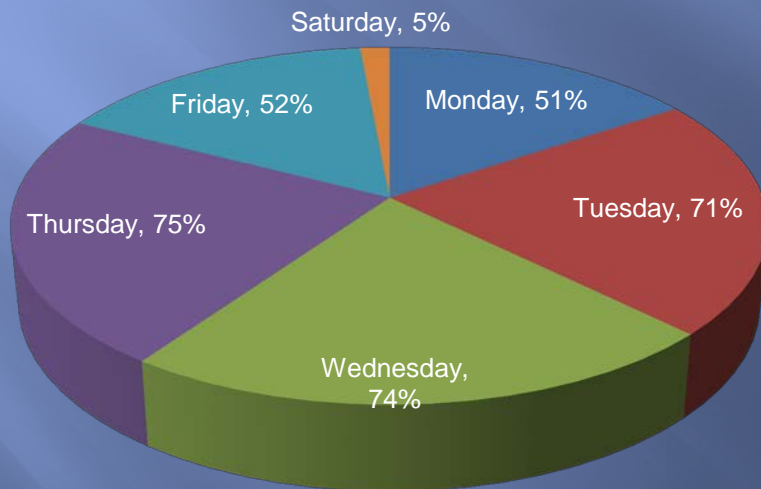


Q4 - What is your highest level of education?



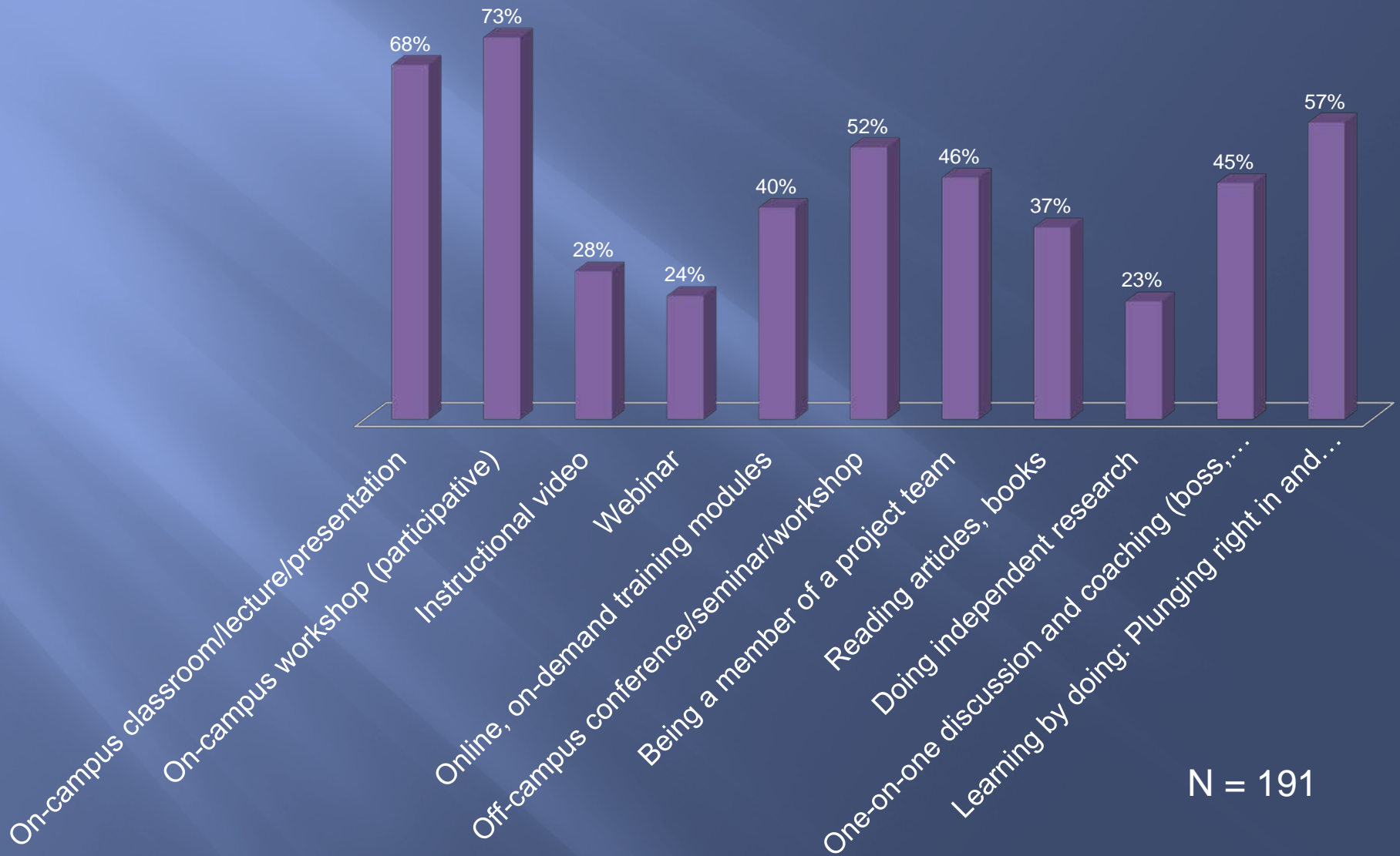
N = 191

Q5 - When training is offered, what are the most desirable days and most convenient times that are likely to ensure your attendance? (check all that apply)



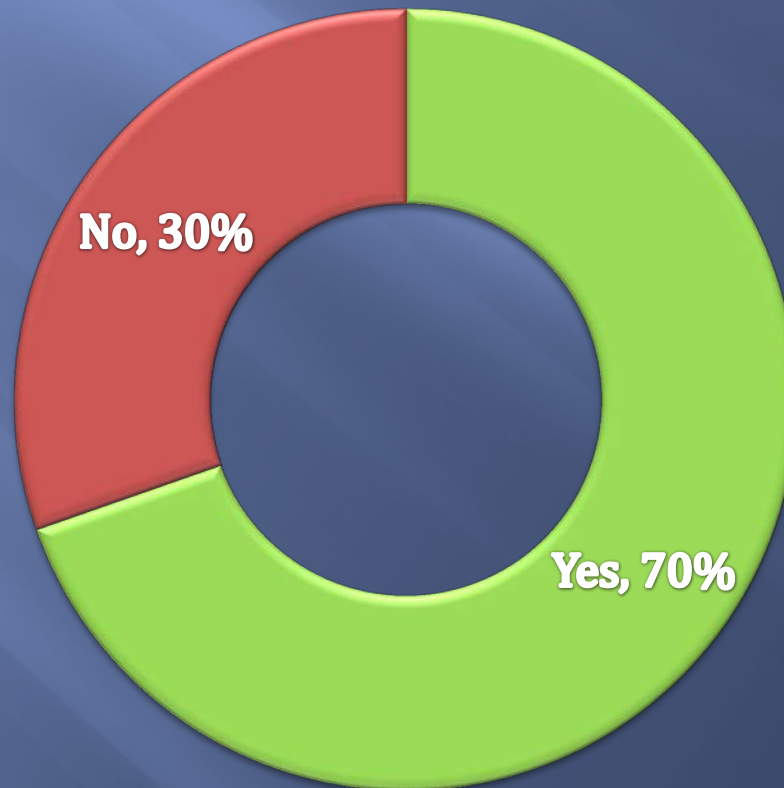
N = 187

Q6 - In terms of how you feel you learn best, which are your preferred modes of learning? (Check all that apply)



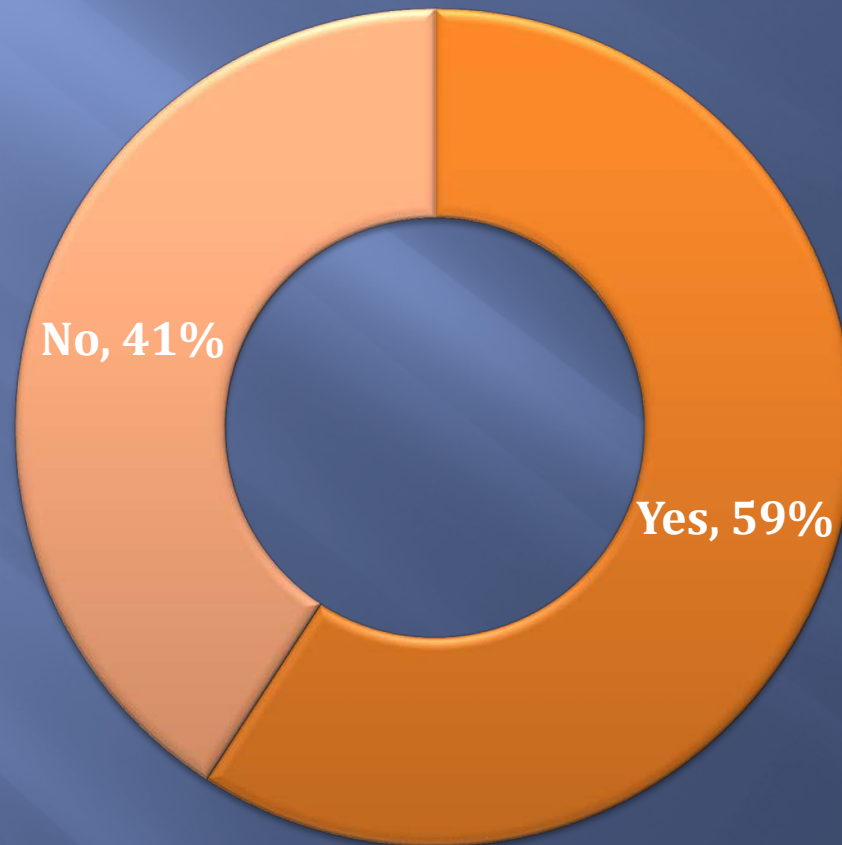
N = 191

Q7 - During your time at Whitman, has the College funded your attendance at off-campus events (ex: workshop, seminar, conference) as a way of advancing your development?



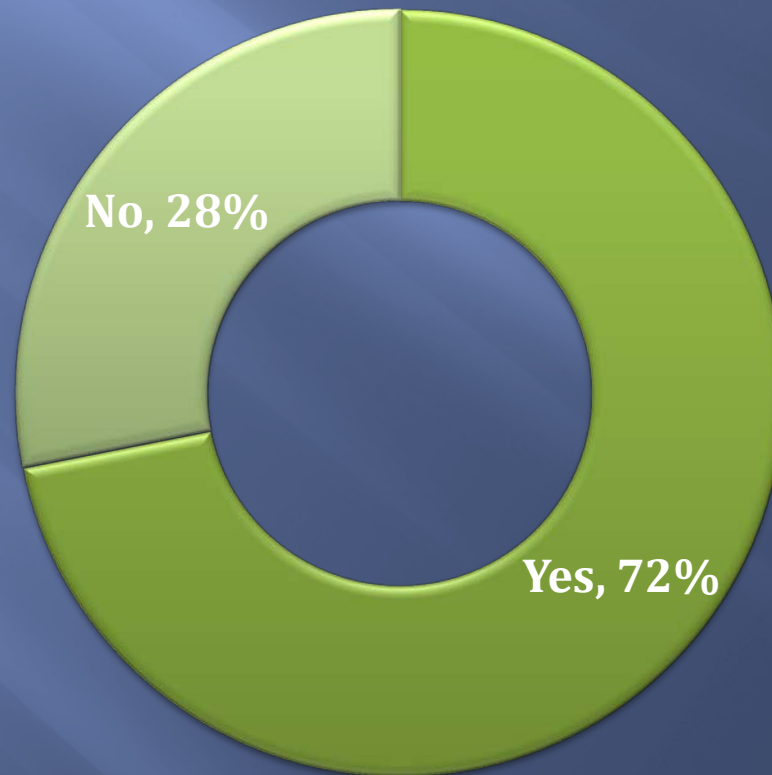
N = 191

Q7A - If yes, have you generally attended at least one such event annually?



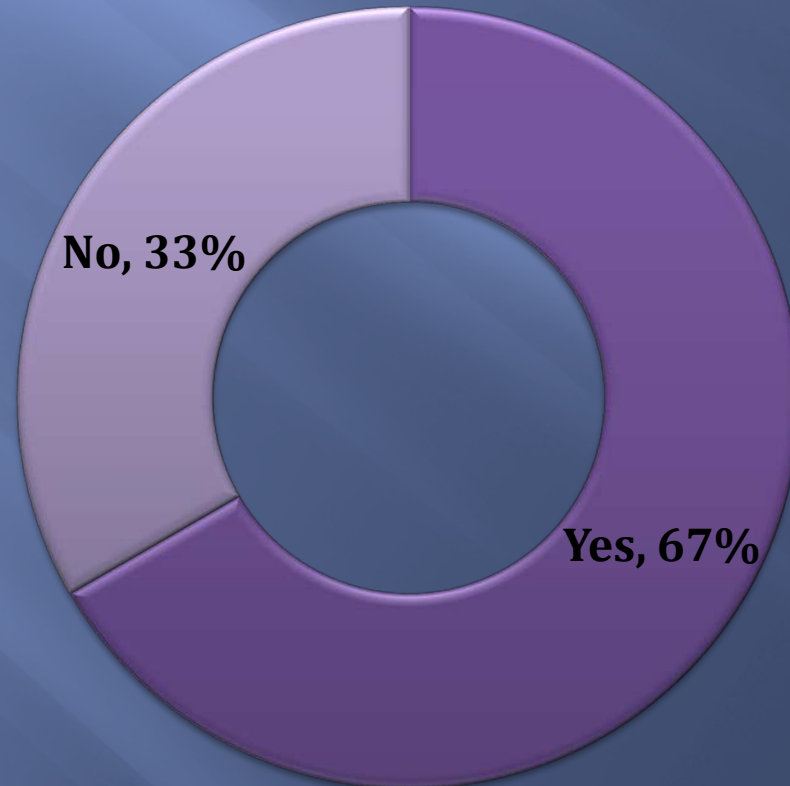
N = 120

Q7B - Has the event/training been intentionally planned by you and your manager with your professional development goals in mind?



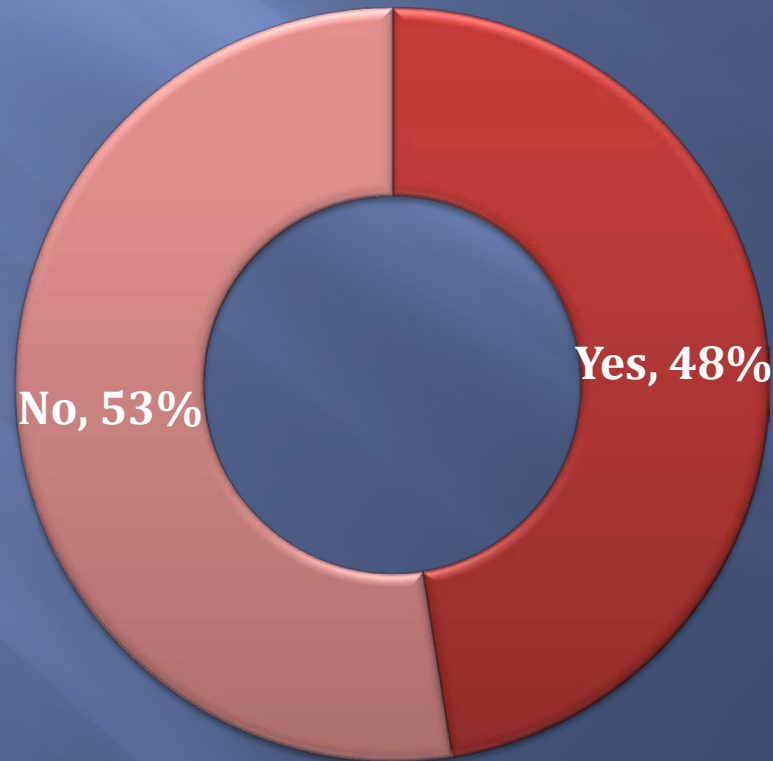
N = 121

Q7C – Has your manager intentionally sent you to this event/training in order to meet key departmental objectives or build departmental capabilities?



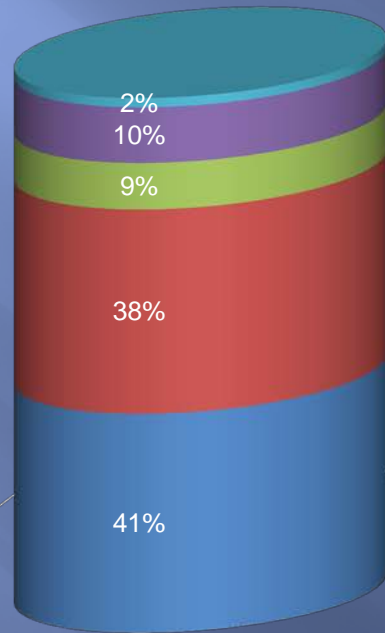
N = 120

Q7D - Did your manager expect you to formally report or share/discuss your learnings from the event with your team mates, including sharing materials you acquired?

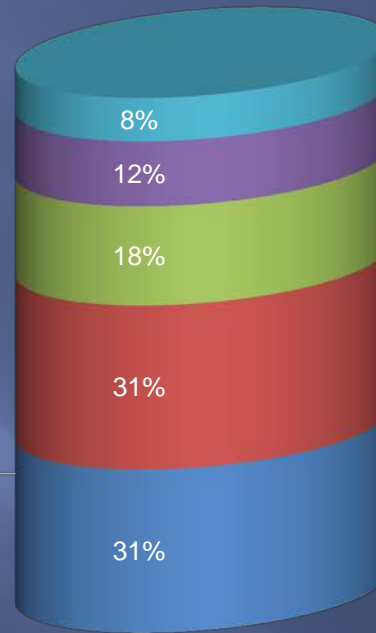


N = 120

Q8 - Please indicate the extent to which you agree with the following statements.



The leadership within my department supports and encourages my individual training and development.

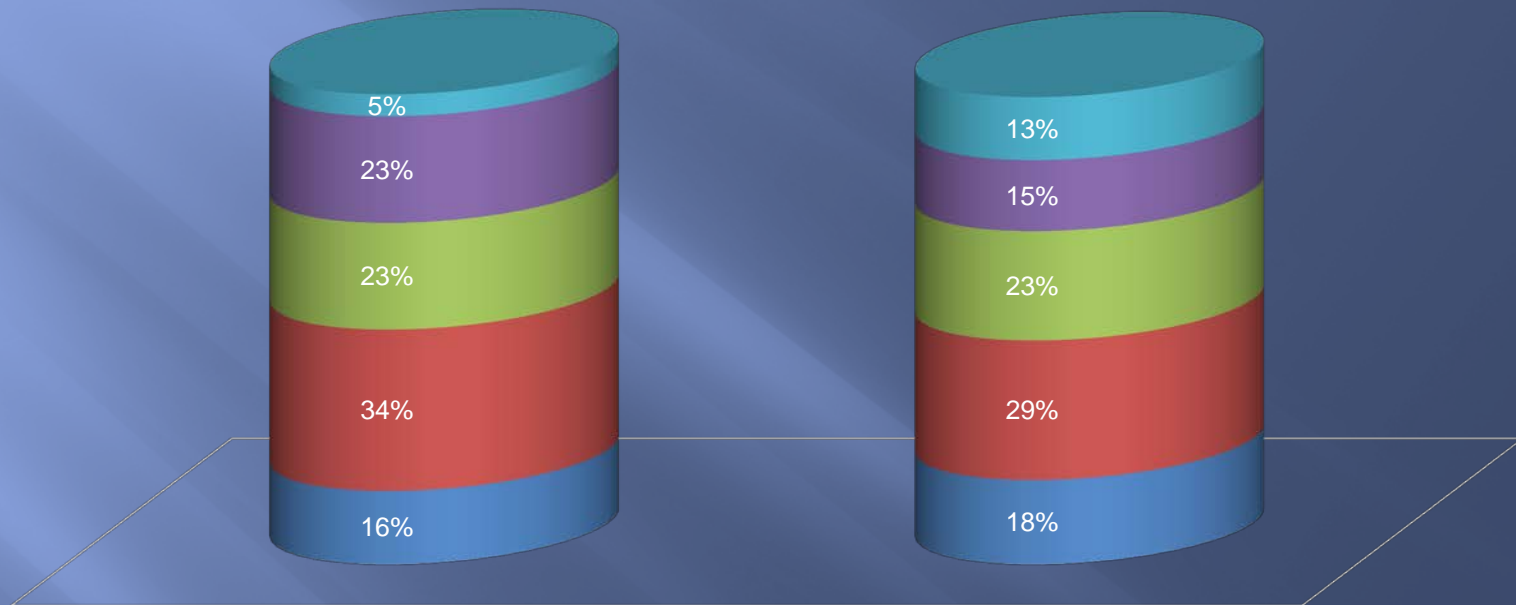


To my knowledge, there is departmental money budgeted to support my professional development.

N = 173

■ Strongly Agree ■ Agree ■ Undecided ■ Disagree ■ Strongly Disagree

Q8 - Please indicate the extent to which you agree with the following statements.



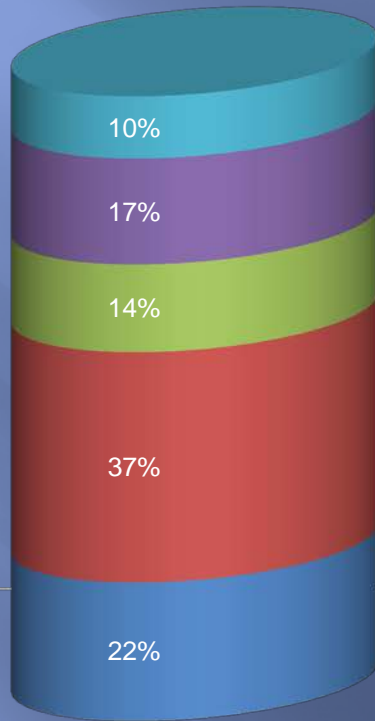
The College has provided me with opportunities to be cross-trained on skills within my home department.

I would be willing to move to another department to broaden my development and experience, and to advance my career at Whitman.

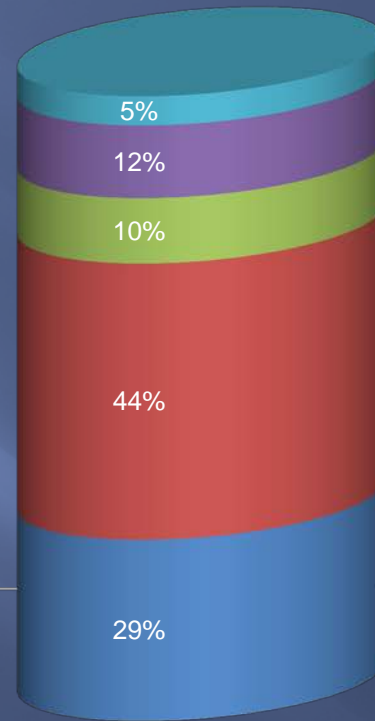
N = 173

■ Strongly Agree ■ Agree ■ Undecided ■ Disagree ■ Strongly Disagree

Q8 - Please indicate the extent to which you agree with the following statements.



I've had opportunities to participate on teams/task forces involving people from other departments.

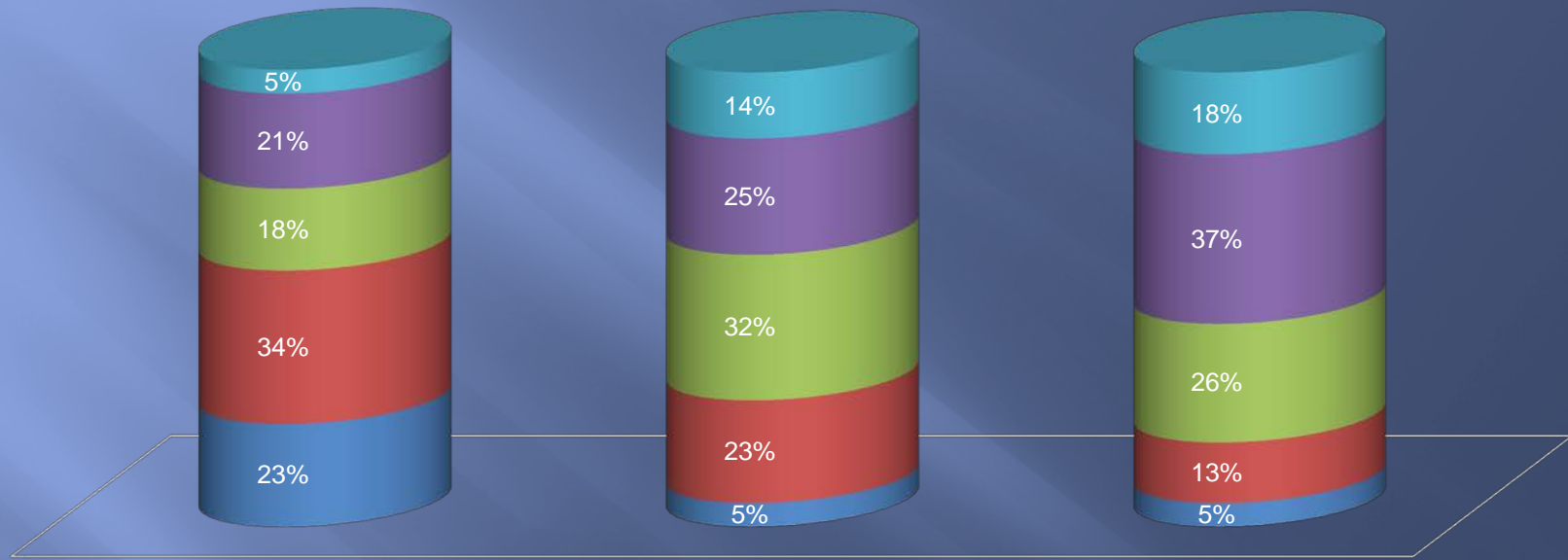


My boss' annual appraisal of my performance offers a balanced picture of my strengths and improvement needs.

N = 173

■ Strongly Agree ■ Agree ■ Undecided ■ Disagree ■ Strongly Disagree

Q8 - Please indicate the extent to which you agree with the following statements.



Typically, my performance appraisals include a discussion of my professional development, my career interests, and ways to prepare me for advancement. Related goals are set.

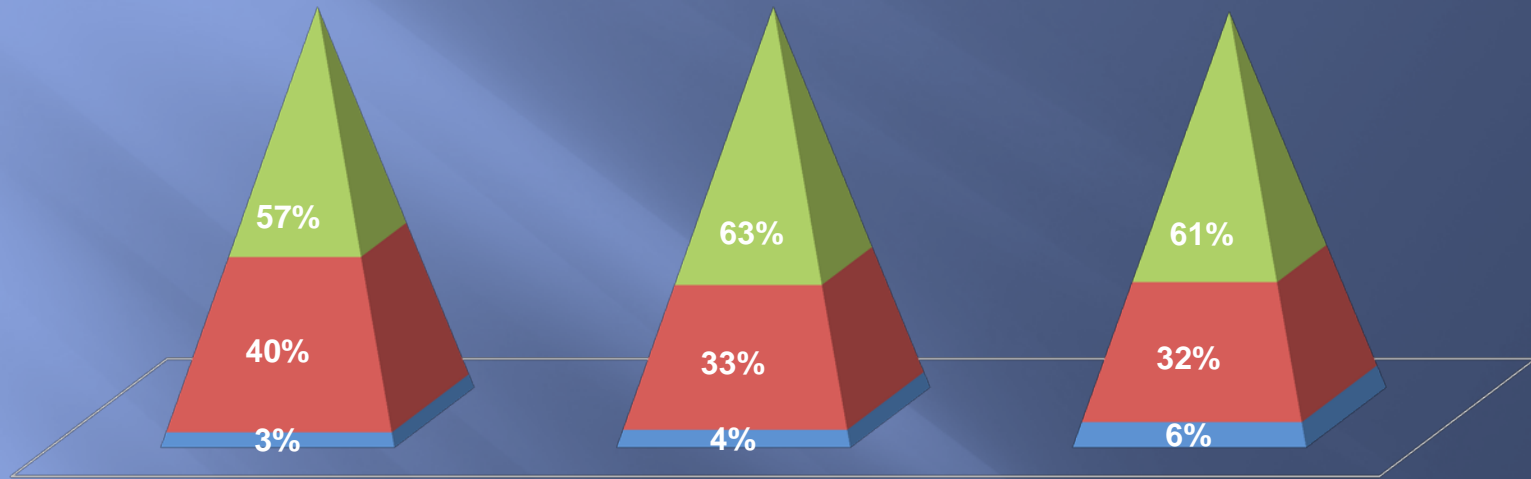
Over time, there are career advancement opportunities at Whitman for those staff members who are interested and motivated to increase their contributions.

There are realistic opportunities for me to advance at Whitman.

N = 173

■ Strongly Agree ■ Agree ■ Undecided ■ Disagree ■ Strongly Disagree

Q9 - When faced with significant challenges in your work at Whitman, how frequently have you...



Visited another institution of higher education to learn how they do things.

Visited an organization outside of higher education to get new ideas.

Been sent to an outside conference focused on the problem you're to resolve.

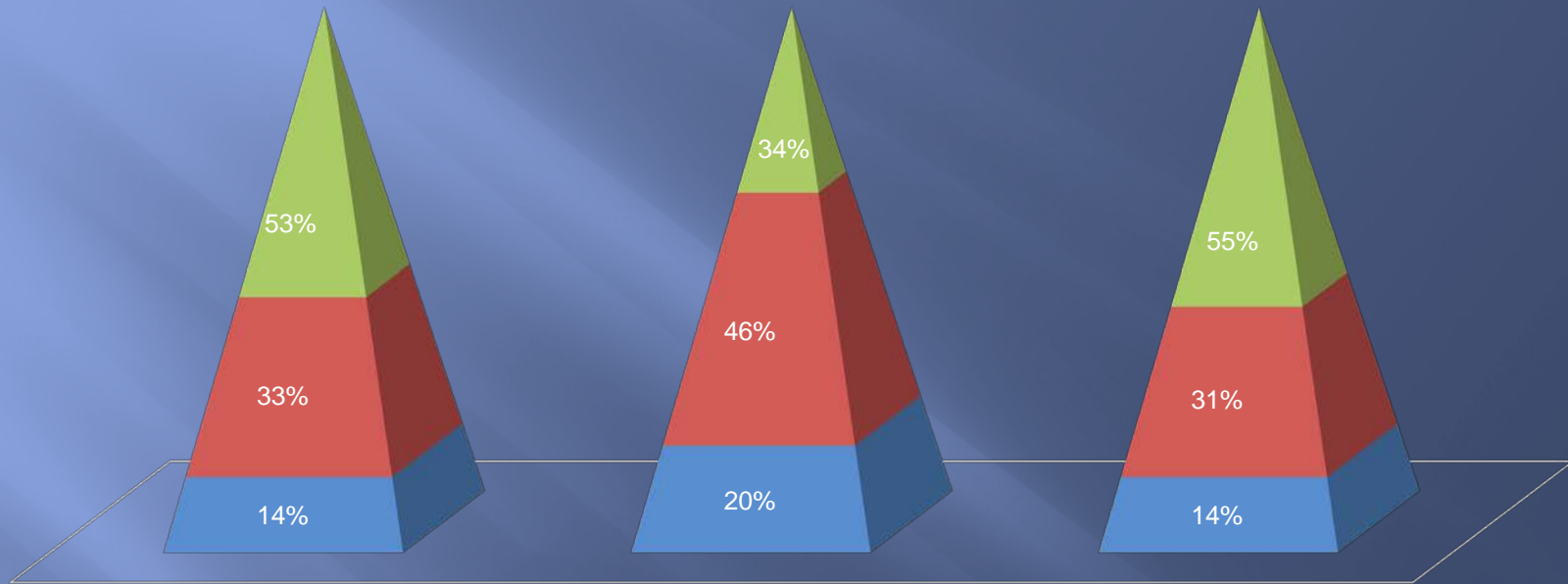
■ Often

■ Sometimes

■ Never

N = 173

Q9 - When faced with significant challenges in your work at Whitman, how frequently have you...



Participated in a regular networking group with colleagues in similar roles at other institutions.

Sought the advice of colleagues at other institutions by phone or by email.

Been encouraged by your manager to "benchmark" best practices outside of Whitman.

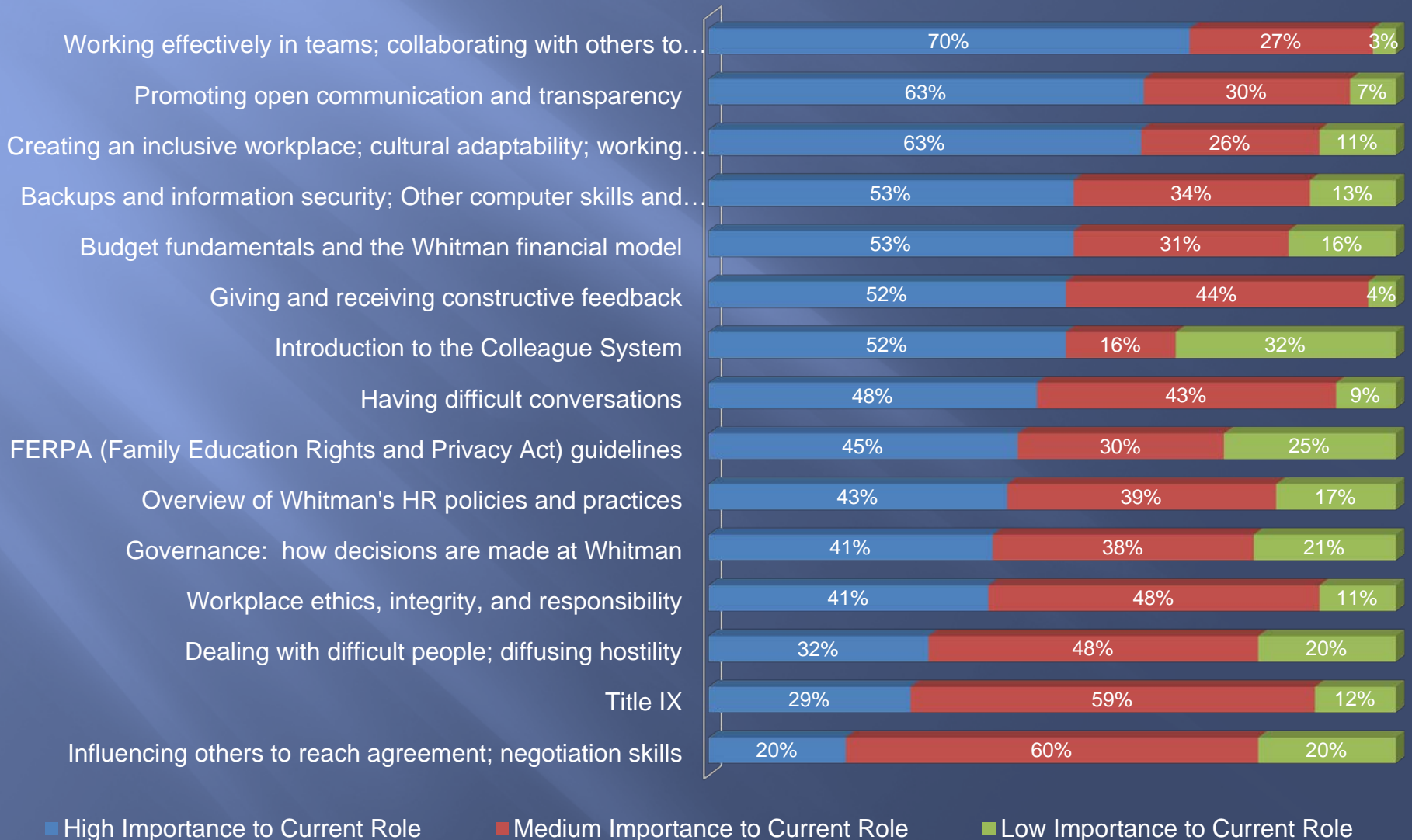
■ Often

■ Sometimes

■ Never

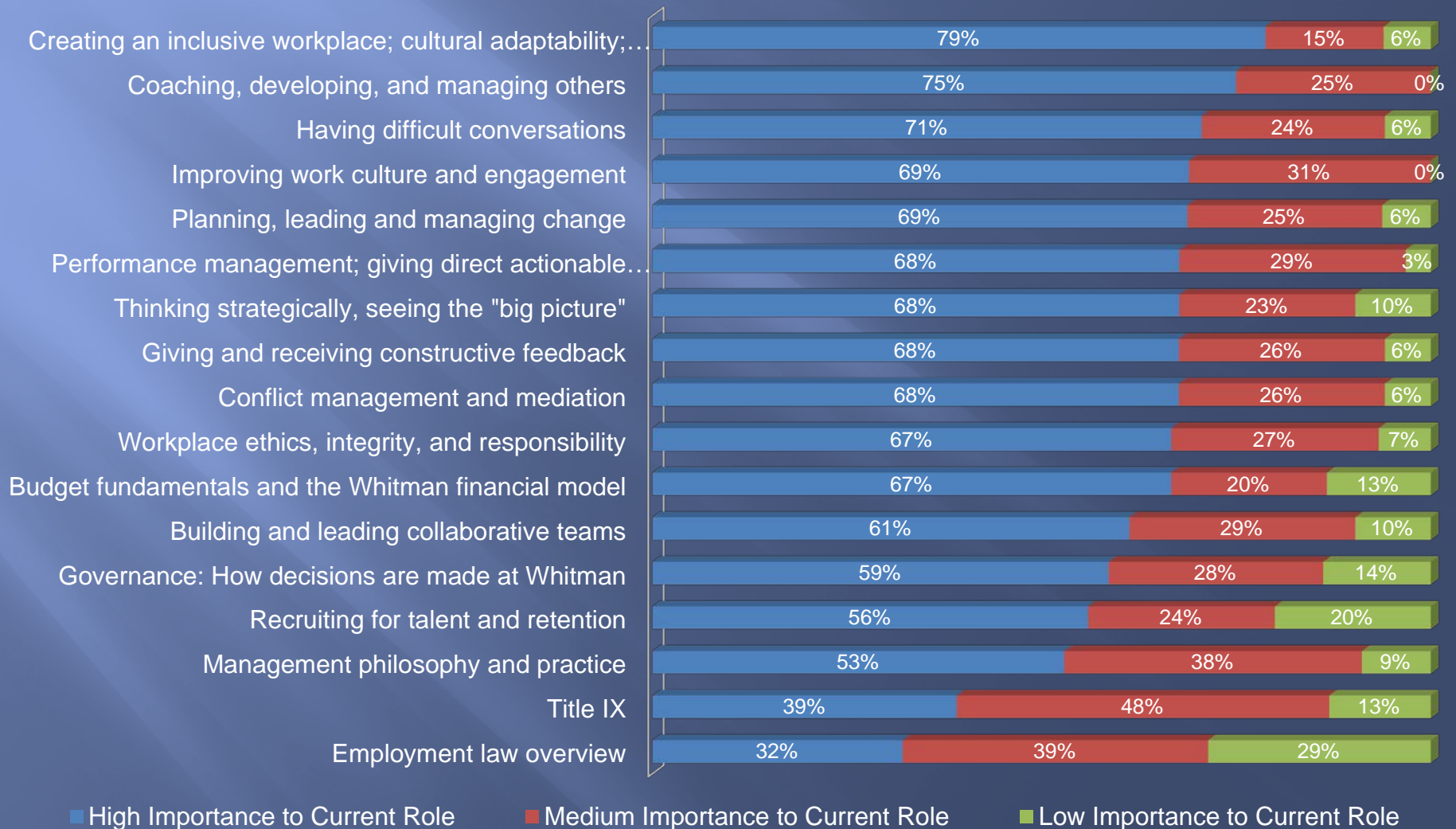
N = 173

Q10A - Potential Training Topics for Individual Contributors This section should be completed by survey respondents who are **not** in management roles. Please review the list(s) below. Instructions: First, check only those topics of interest that would improve your knowledge and performance in your current role. For those items you've checked, mark how important you consider such training to your performance in your current role.



Q10B - Potential Training Topics for Management Staff. This section should be completed only if you are currently in a management role. Please review the list(s) below.

Instructions: 1. First, check only those topics of interest that would improve your knowledge and performance in your current role. 2. For those items you've checked, mark how important you consider such training to your performance in your current role.



Q11A - In your opinion, what are the Top Three Priority Training Topics for Individual Contributor Staff at Whitman?

Top 3

1. Working effectively in teams
2. Creating an inclusive workplace
2. Technology training (computer skills, software, Colleague system).

Other Highly Rated

3. Open communication and transparency
4. Governance: How Decisions are made at Whitman
4. Budget Fundamentals; the Whitman financial model
5. Workplace ethic, integrity
6. Collaborating with others to accomplish objectives
6. Influencing others to reach agreement (negotiation skills)
6. Supervising students
6. FERPA training
6. Giving and receiving constructive feedback
6. Having difficult conversations

Q11B - In your opinion, what are the Top Three Priority Training Topics for Management Staff at Whitman?

Top 3

1. Having difficult conversations
2. Creating an inclusive workplace
2. Budget fundamentals and Whitman financial model
2. Performance management: Giving actionable feedback
2. Planning leading, and managing change

Other Highly Rated

3. Building and leading collaborative teams
3. Giving and receiving constructive feedback
3. Managing conflict
3. General role of a manager; management philosophy and practice
4. Thinking strategically, seeing the big picture
5. Coaching, developing and managing others.