



# Professional Development Needs Assessment

Spring 2022

## Managers

*n=26 | Response rate=66.6%*

### What is your Guided Pathways Division?

Guided Pathway Division	
Business and Industrial ..	8%
Fine Arts, Communication..	11%
Health and Public Services	9%
Science, Technology, Engi..	11%
Social Sciences	7%
Not Applicable	44%
I don't know	9%

### What is your ethnicity?

Race/ethnicity	
Black/African American	52%
Latinx	12%
White	8%
Asian	12%
Two or more ethnicities	8%
Other	8%

### What is your area?

Area	
Academic Affairs	30%
Administrative Services	17%
President's Office	1%
Student Services	34%
Other	18%

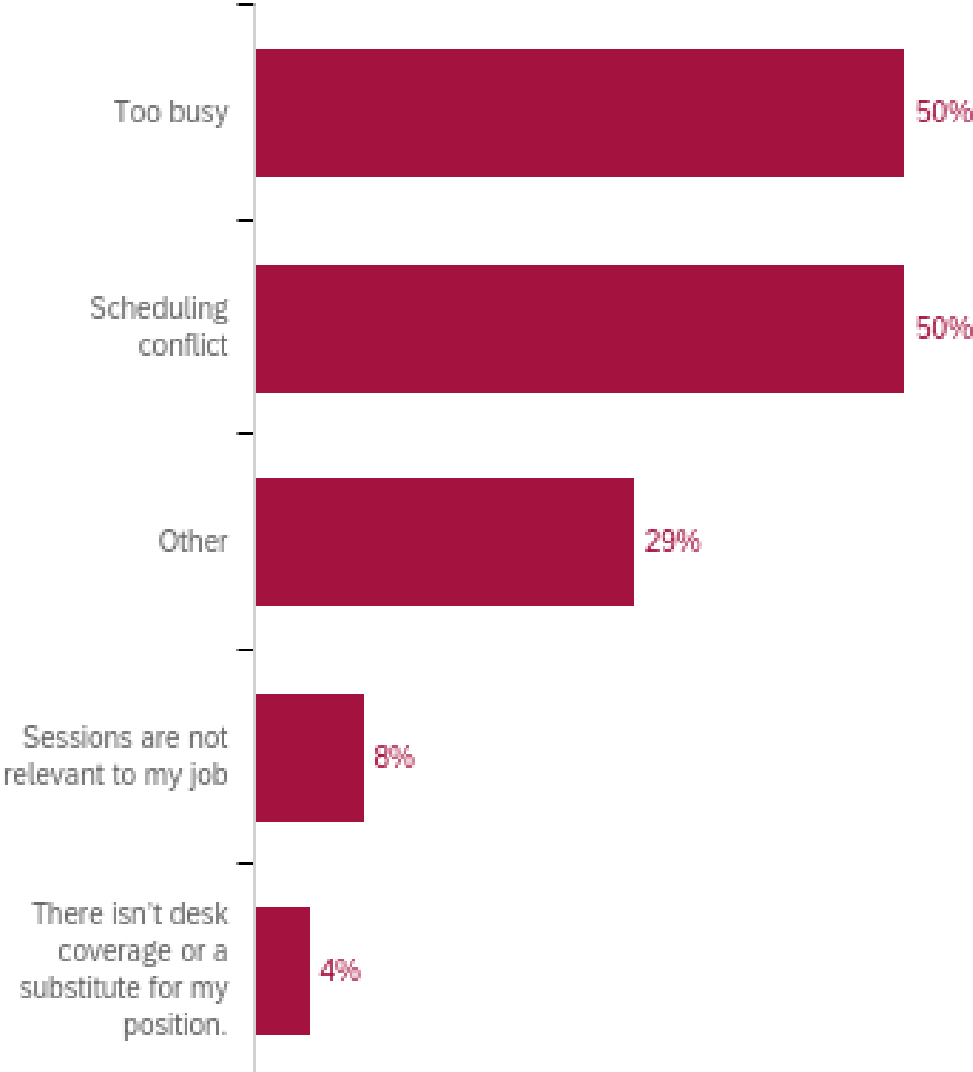
### What is your gender?

Gender	
Female	39%
Male	61%

### How long have you worked at Compton College?

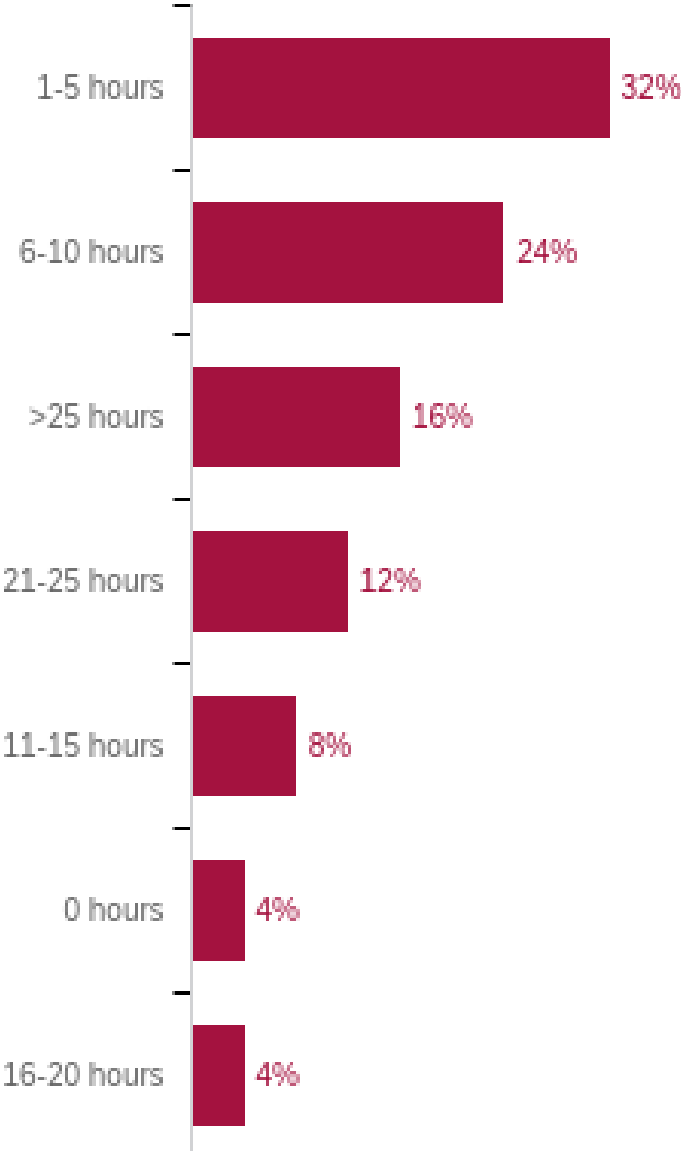
Years	
Less than 5 years	55%
5-10 years	19%
16-20 years	9%
21-30 years	17%

**What kept you from participating in professional development activities?<sup>1</sup>**



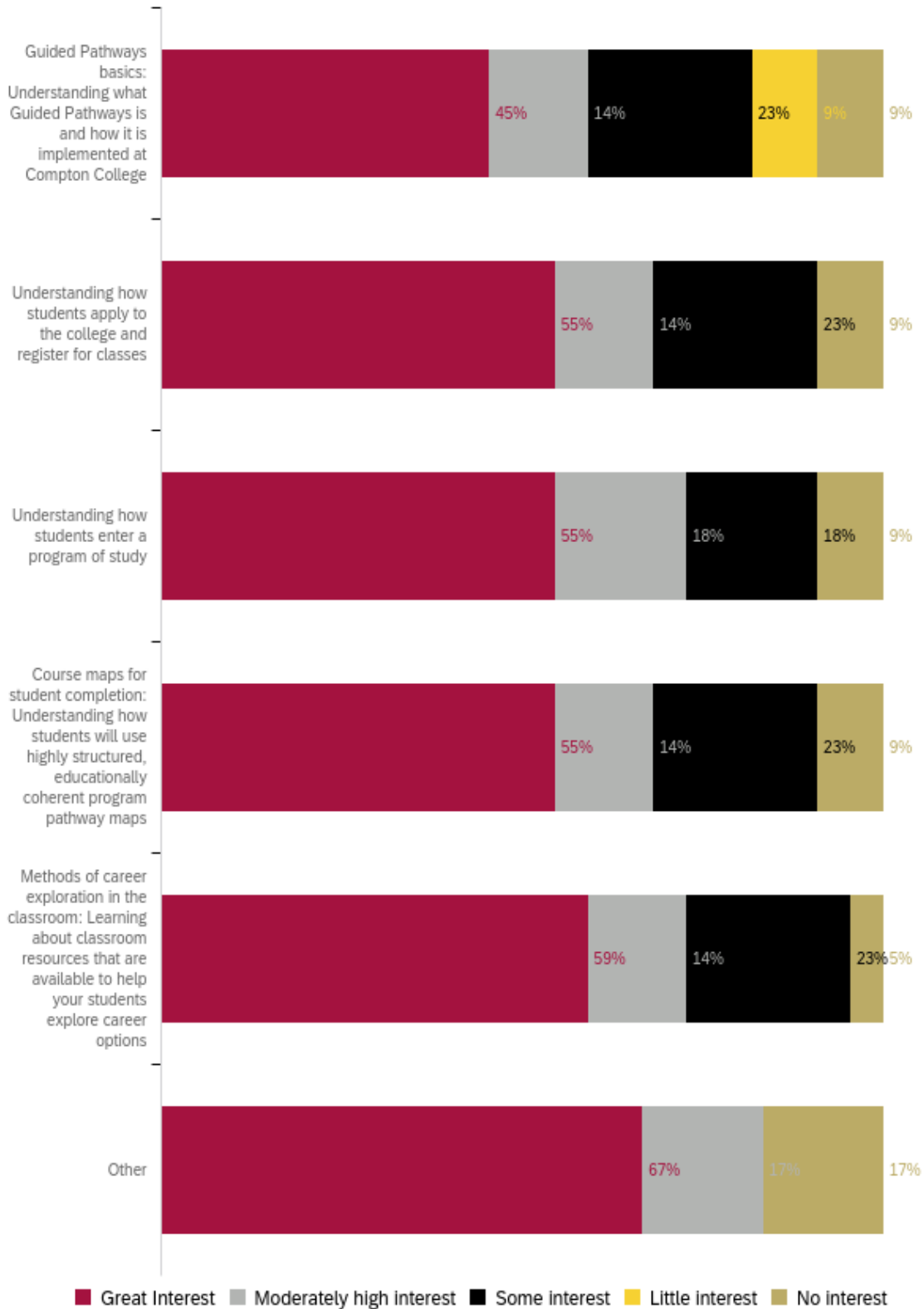
<sup>1</sup> "Other" responses listed in Appendix A

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



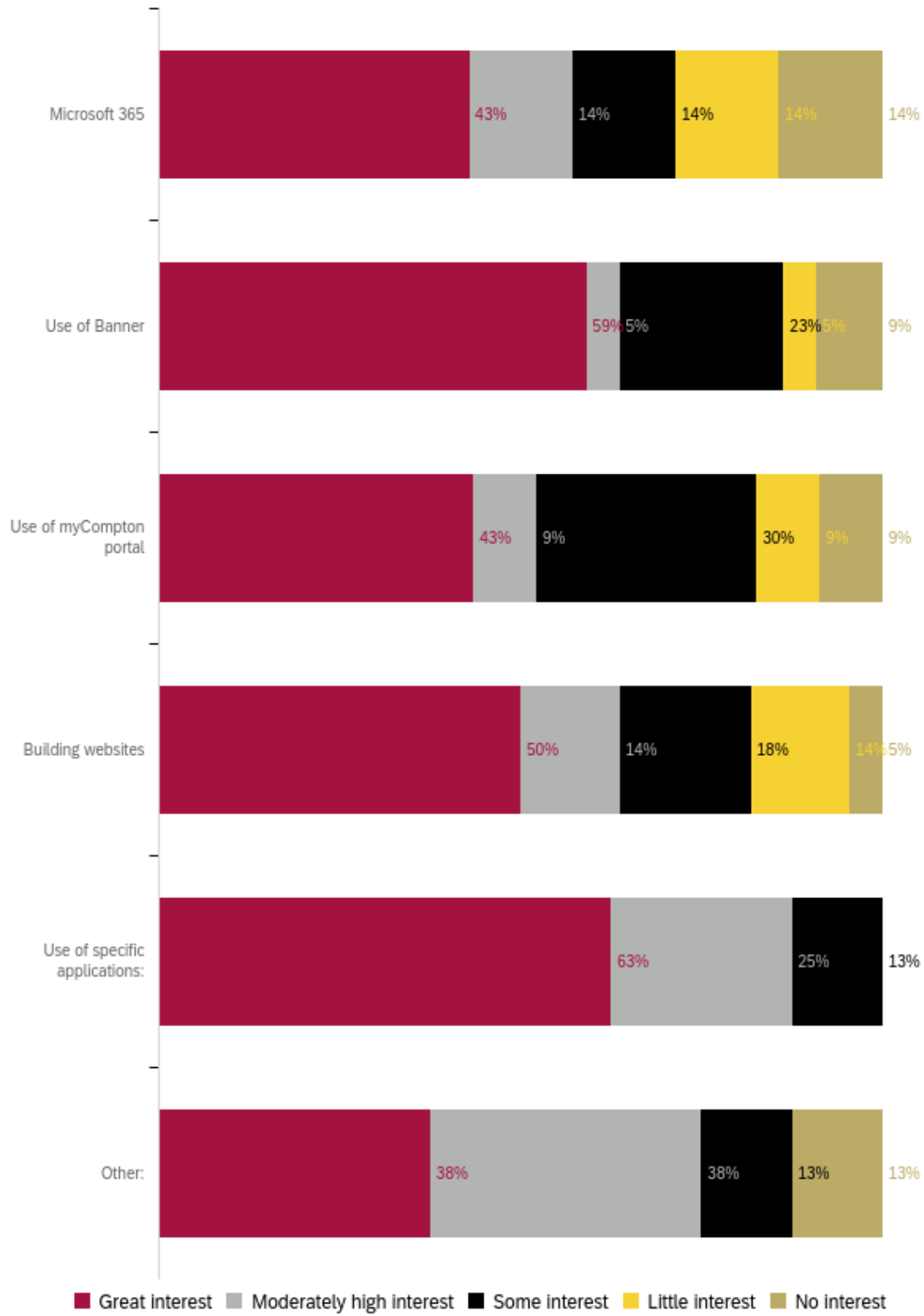
- 0 hours
- 1-5 hours
- 6-10 hours
- 11-15 hours
- 16-20 hours
- 21-25 hours
- >25 hours

## Professional Development for Guided Pathways<sup>2</sup>



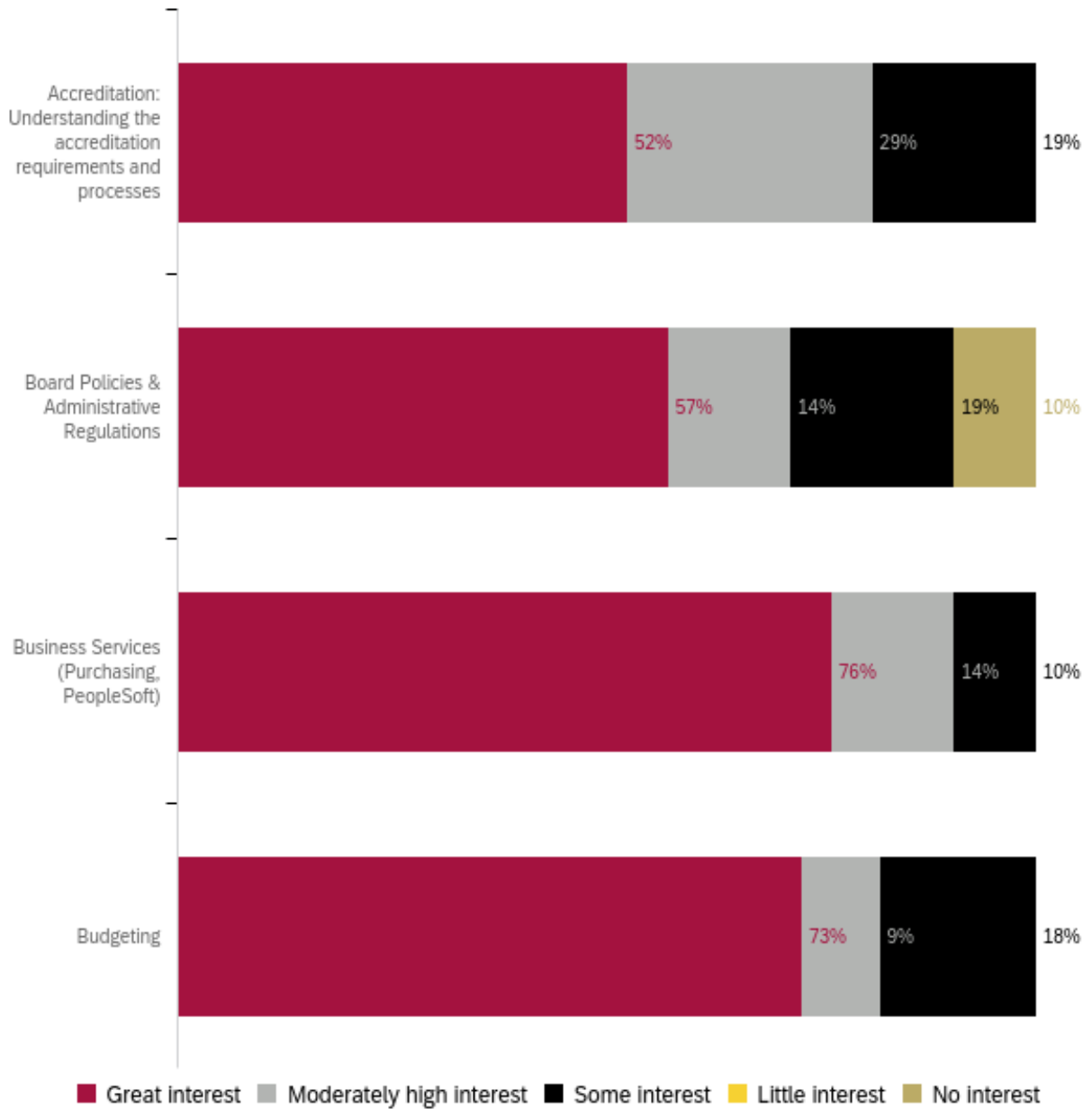
<sup>2</sup> "Other" responses listed in Appendix A

### Professional Development for General Use of Technology<sup>3</sup>

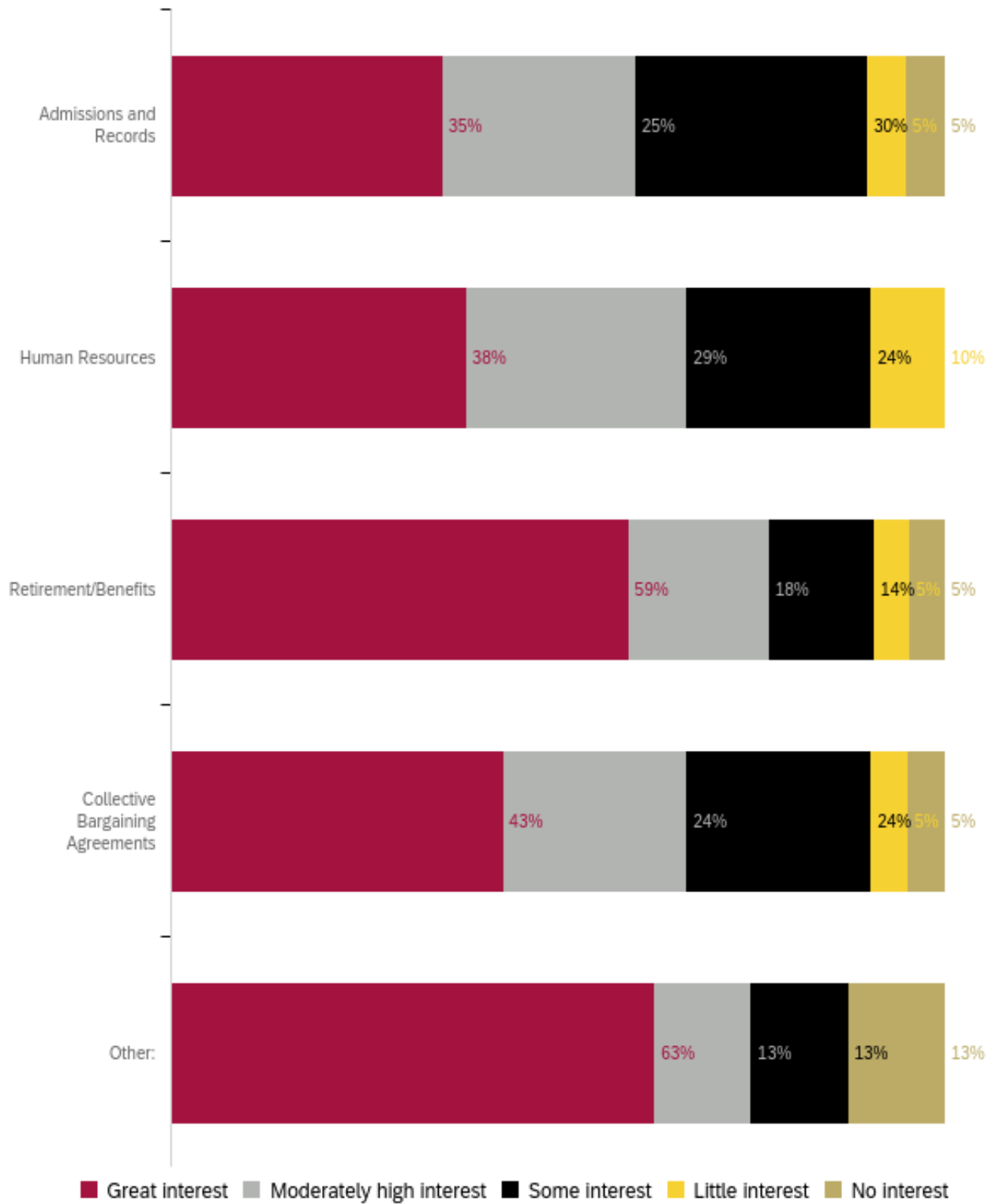


<sup>3</sup> "Other" responses listed in Appendix A

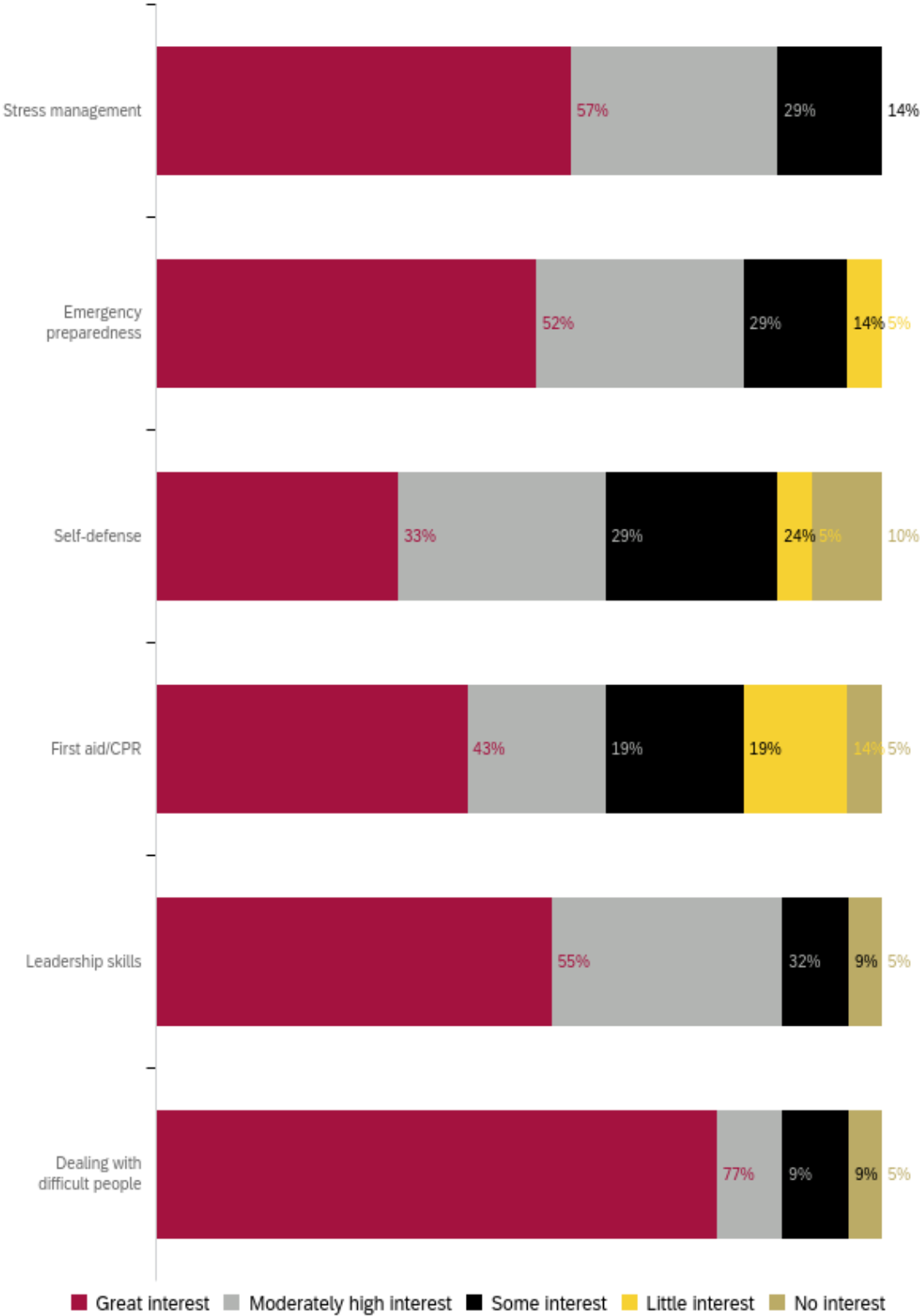
## Professional Development for Compton College Policies and Procedures<sup>4</sup>



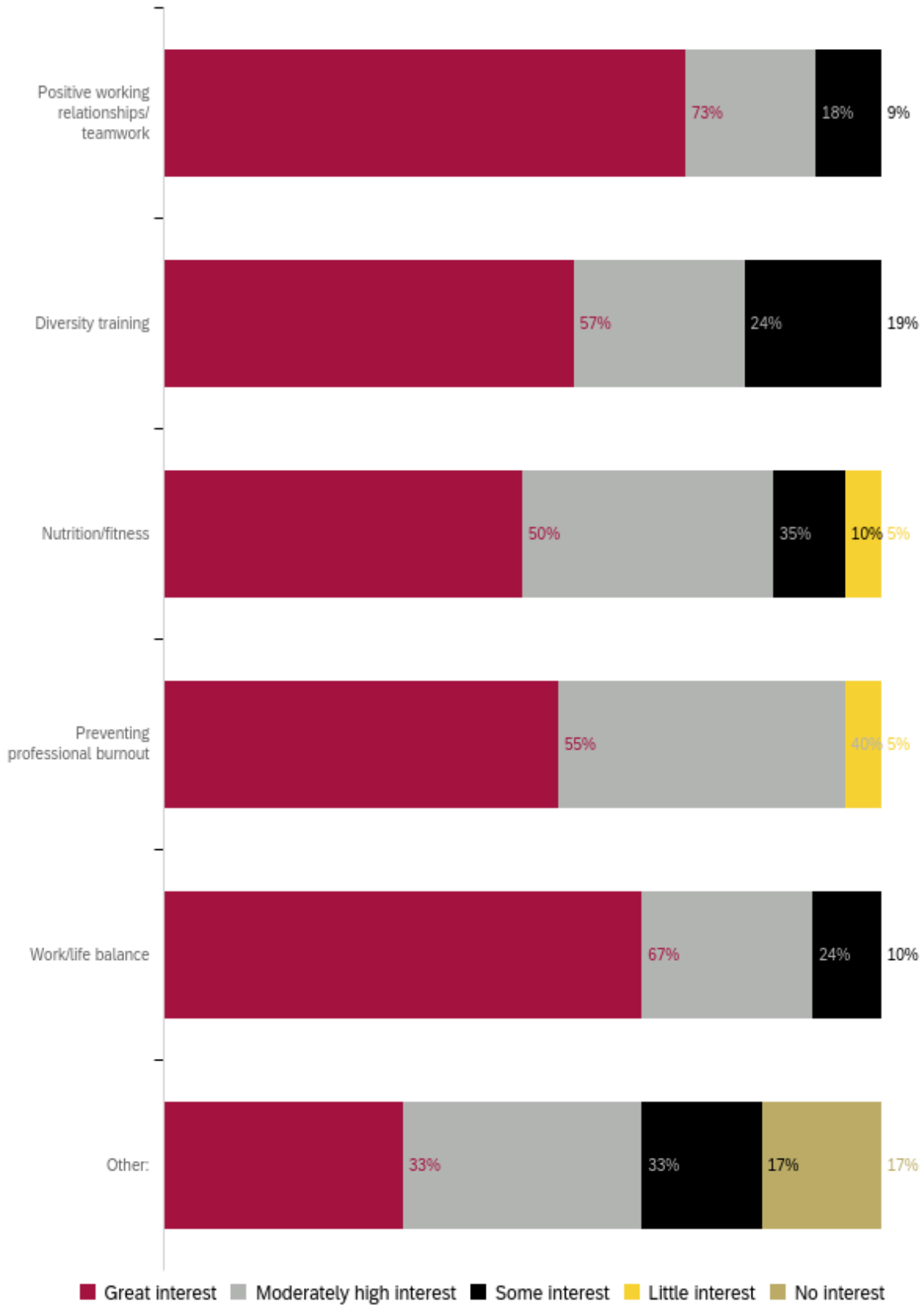
<sup>4</sup> "Other" responses listed in Appendix A



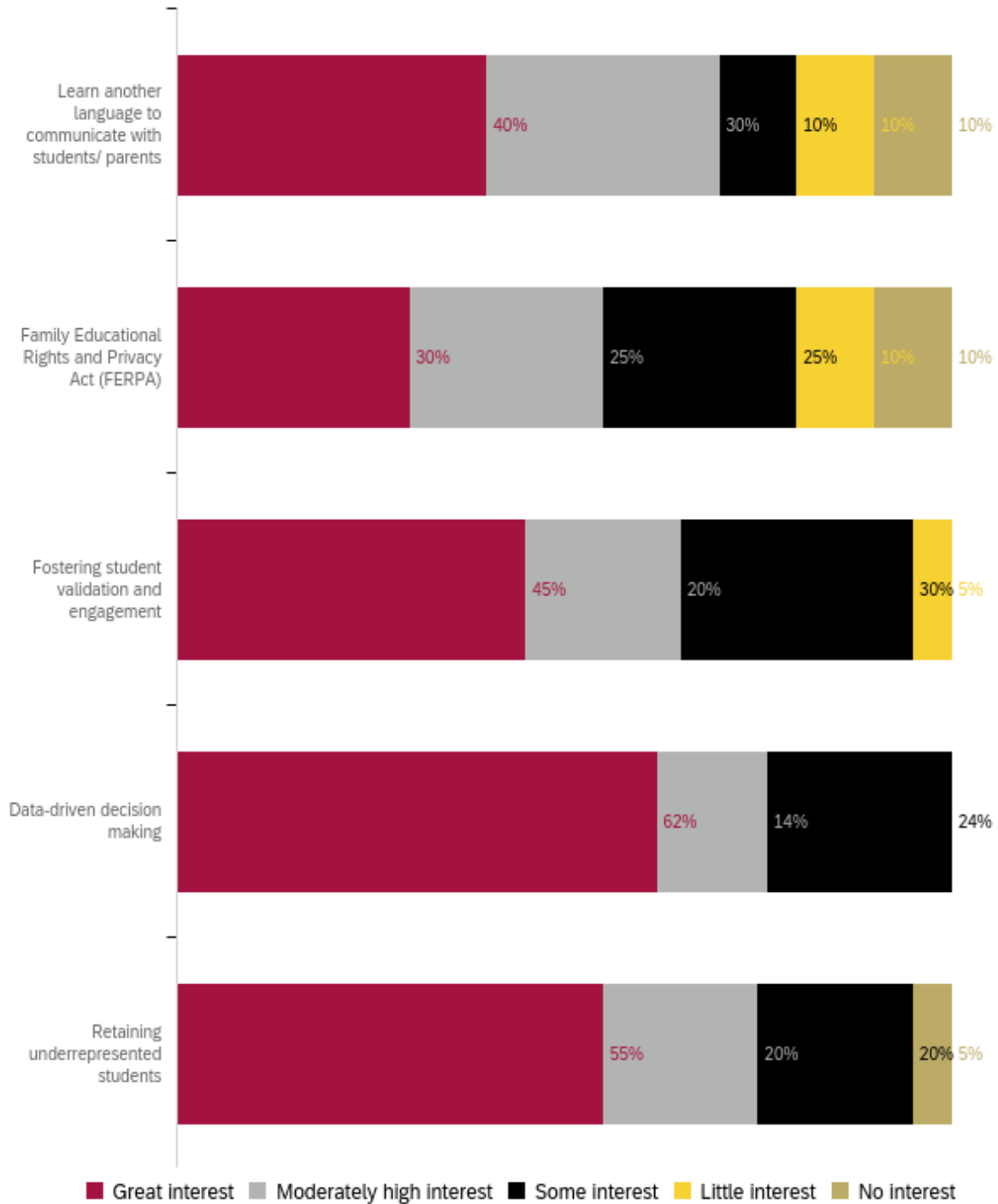
### Professional Development for Health and Wellness<sup>5</sup>



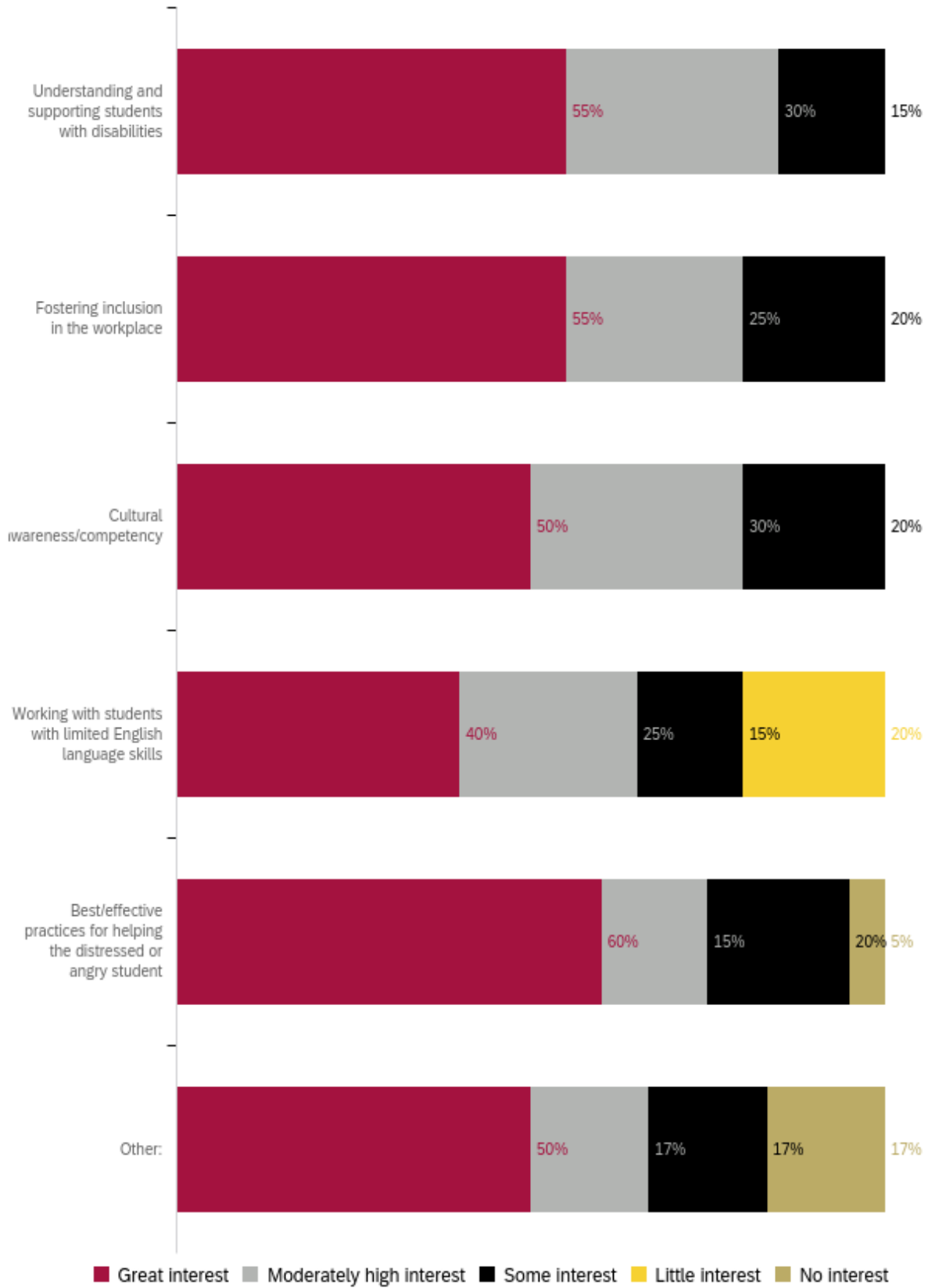




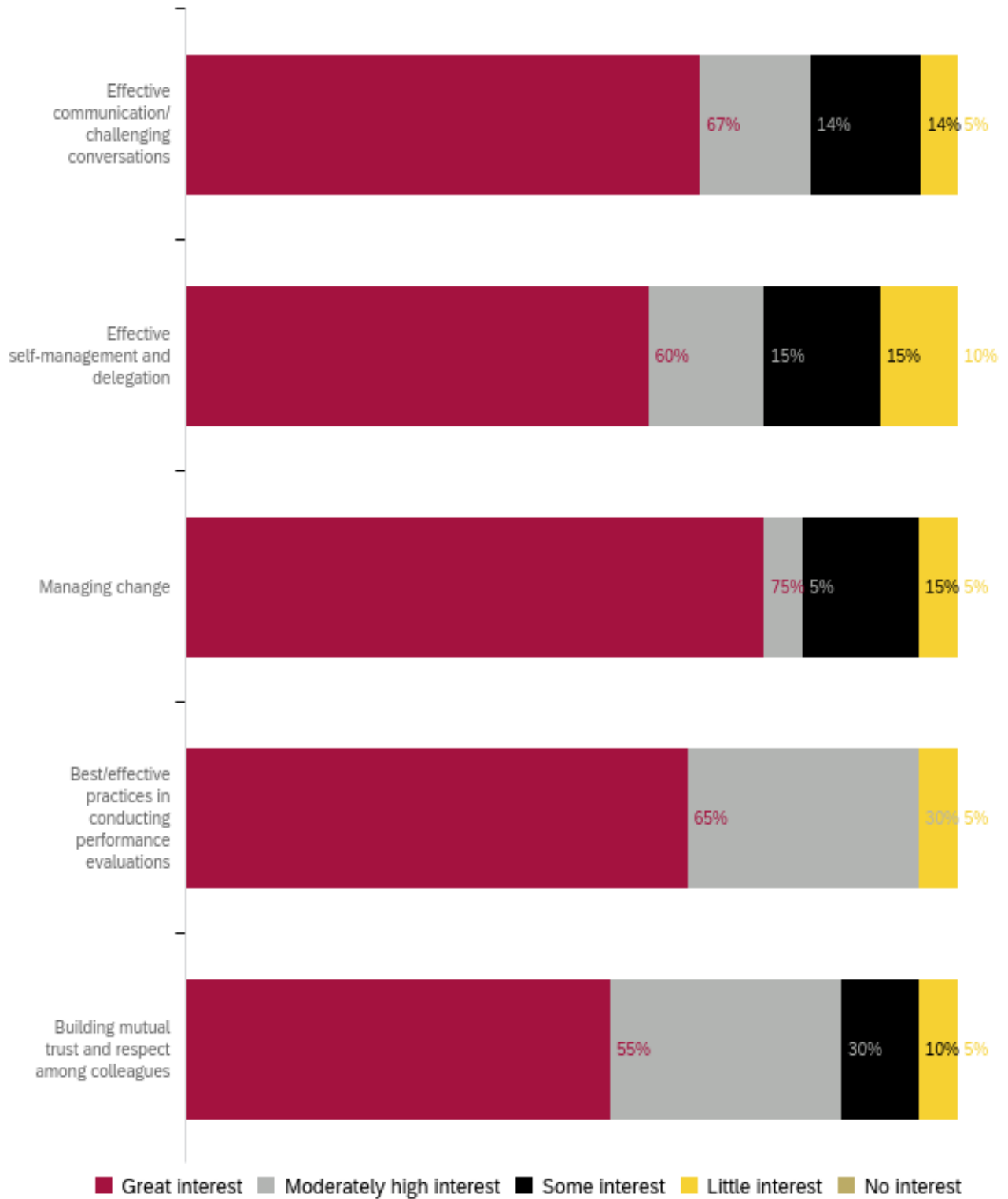
## Professional Development to Enhance your Work<sup>6</sup>



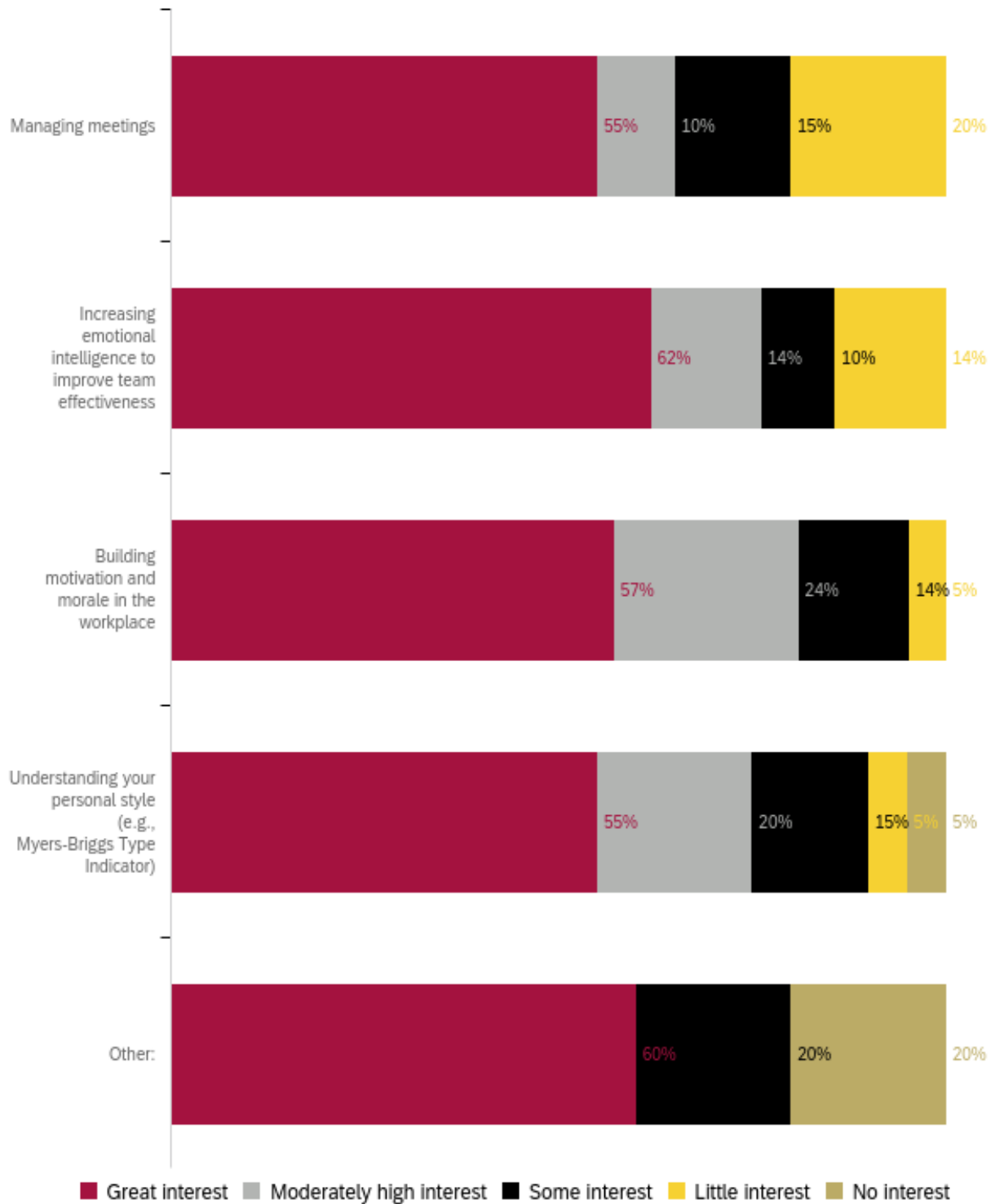
<sup>6</sup> "Other" responses listed in Appendix A



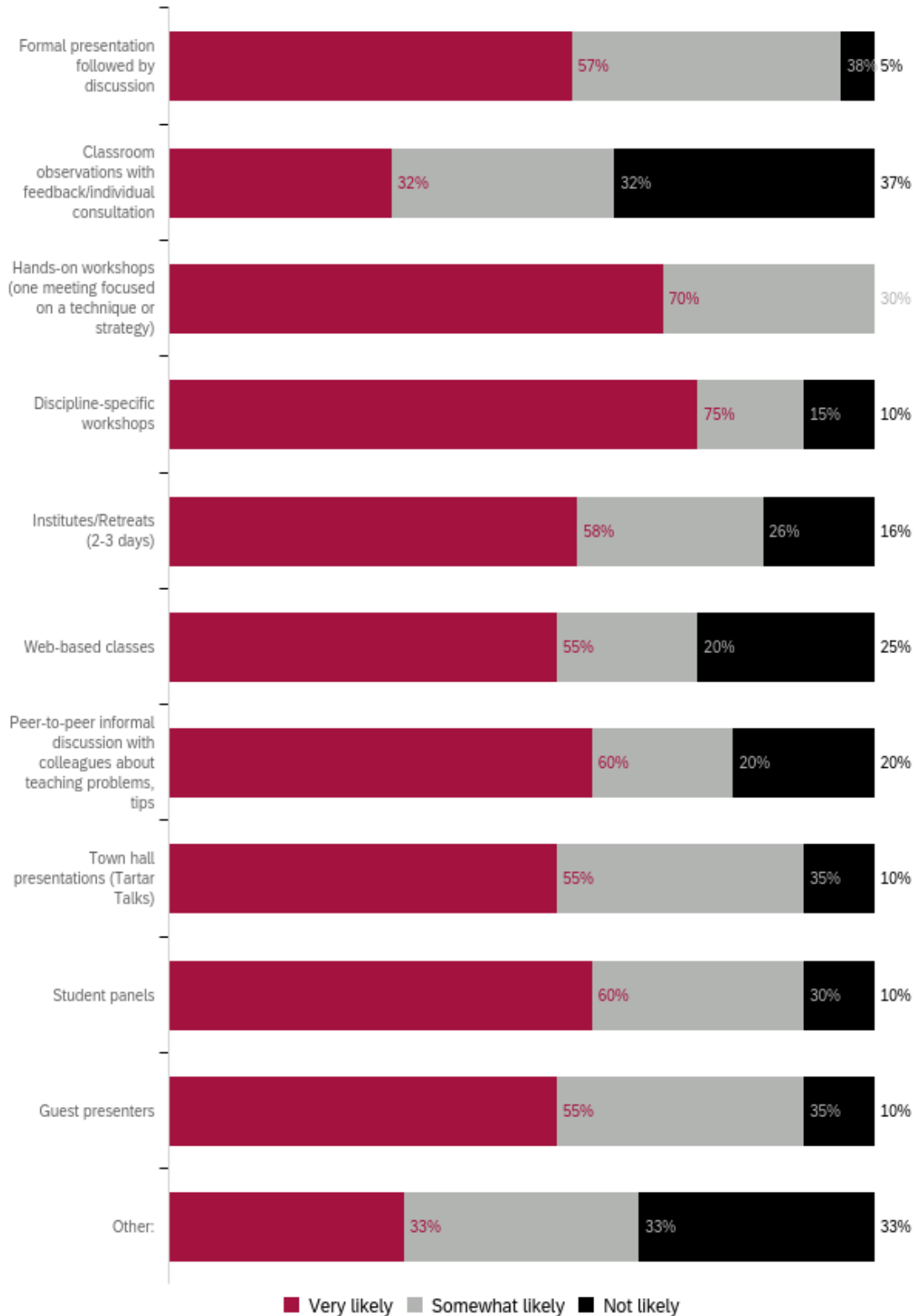
## Professional Development for Leadership Skills<sup>7</sup>



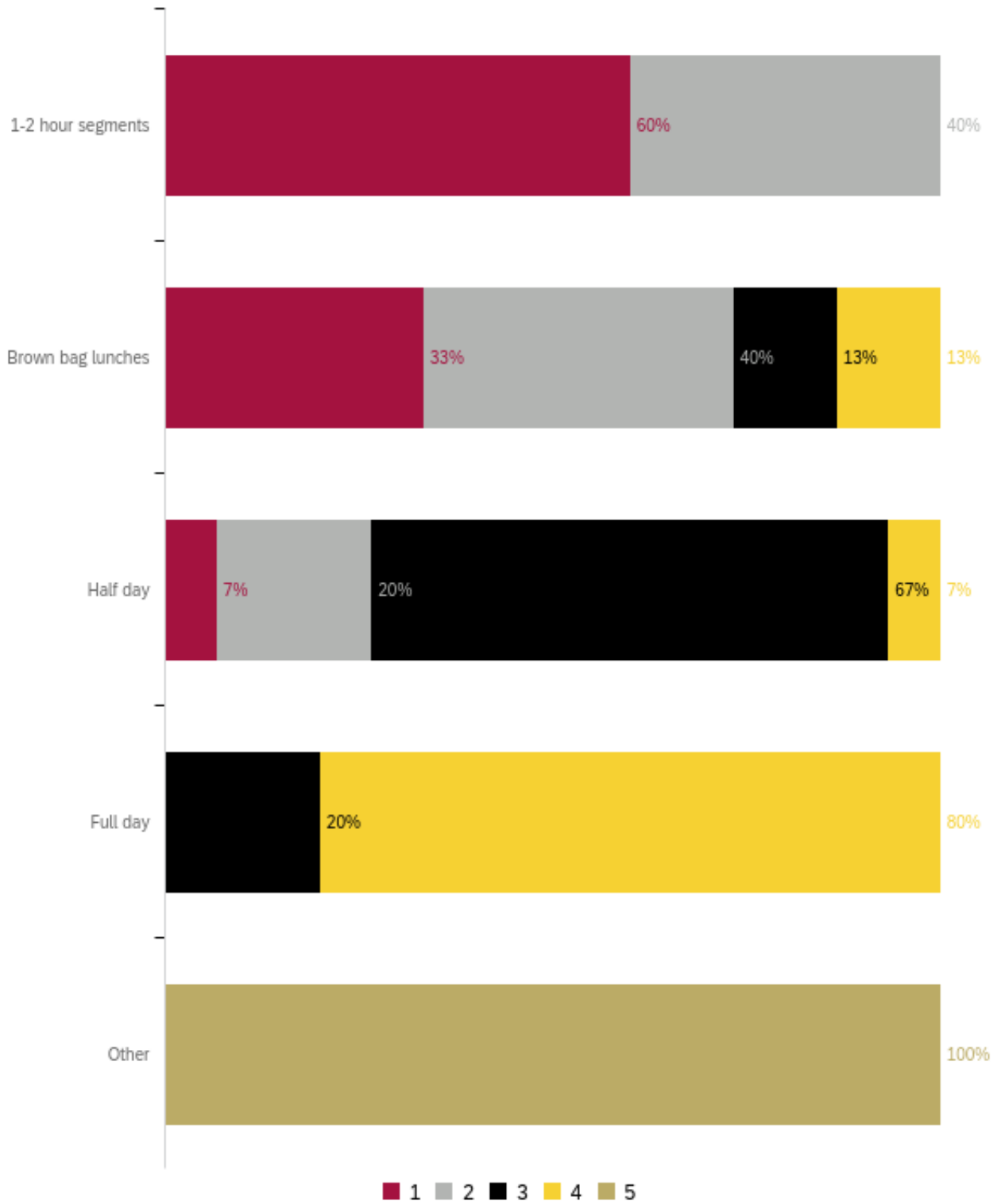
<sup>7</sup> "Other" responses listed in Appendix A



## Preferred Professional Development Format<sup>8</sup>

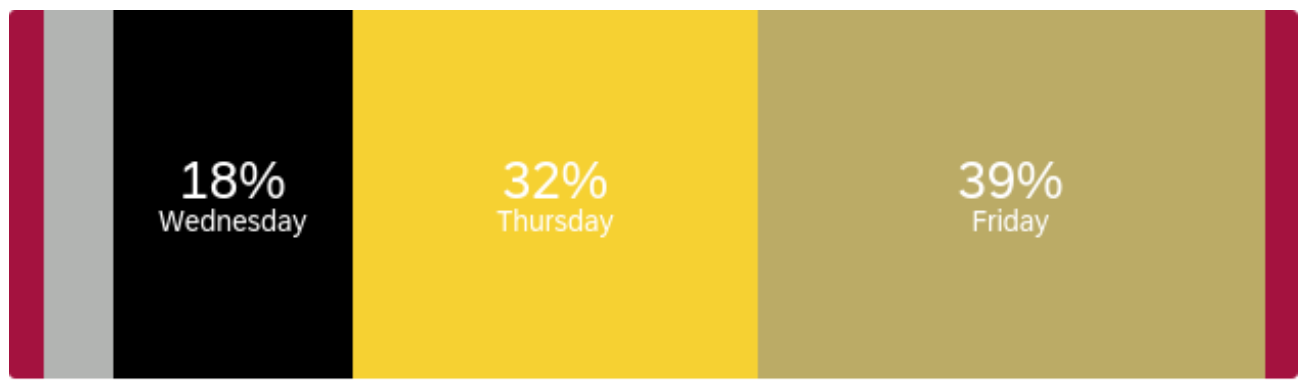
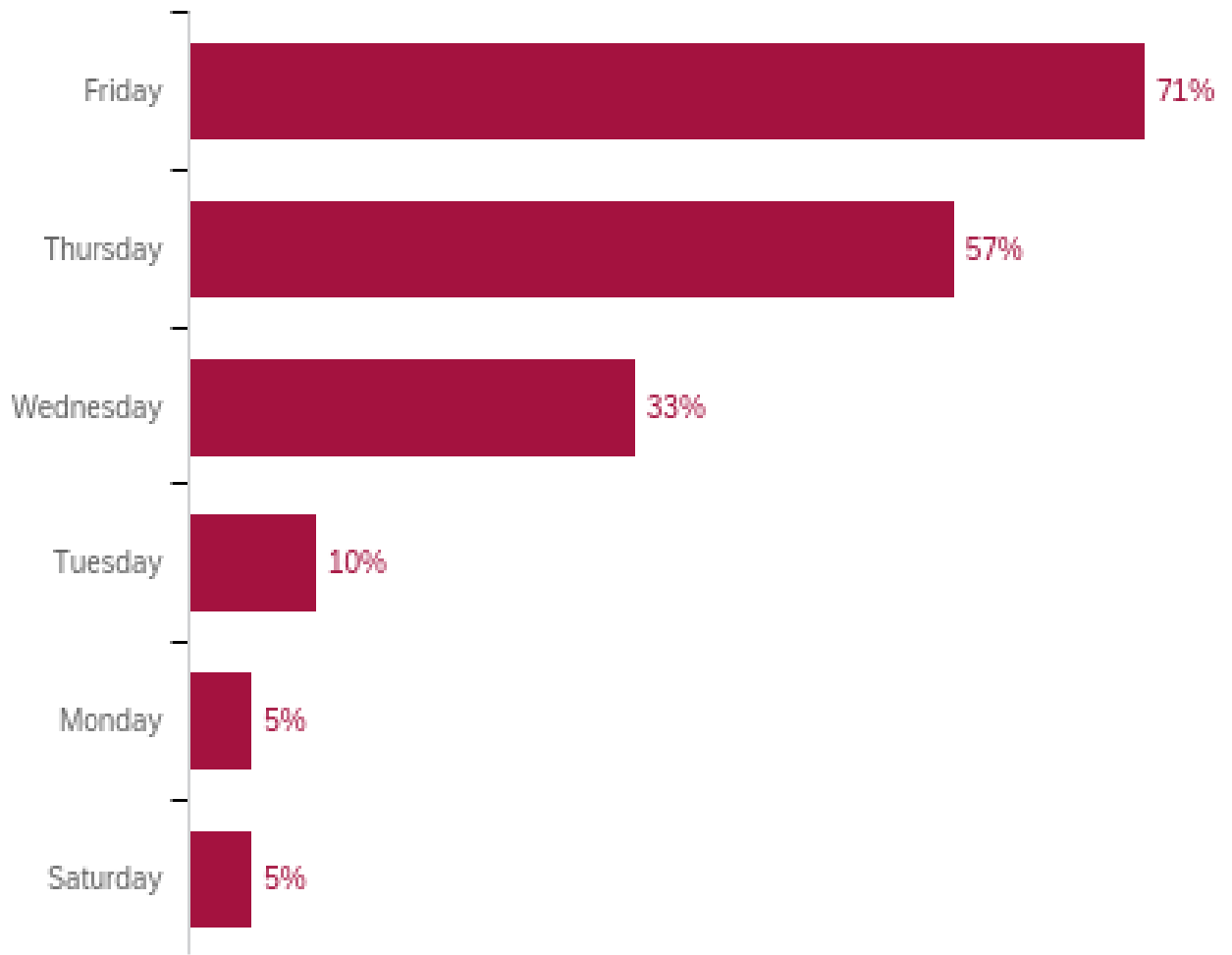


### Preferred Format: Ranked 1 (first) to 5 (last)<sup>9</sup>



<sup>9</sup> "Other" responses listed in Appendix A

### Preferred Day for Training



Monday Tuesday Wednesday Thursday Friday Saturday



## What do you need to enhance your career?



### Summary:

The overwhelming majority of the comments (13) were regarding

- Foundational knowledge and new-hire orientation for policies, procedures, and the organizational chart
- Education for advancement: leadership skills, management skills, communication skills, organizational skills, and budgeting
- Software training: SQL, Banner, eLumen, Excel, and Microsoft Teams
- Information and support for pursuing an advanced degree or certificate

Other concerns included wanting a salary increase, work-life balance, and attending conferences.

### Responses:

- SQL and Banner training

- Foundational knowledge for managers to be effective in their work (processes/procedures/documentation/etc) Thus far, I have felt like I've bumped into learning on the fly without any formal training.
- When I first started it would have been helpful to be paired with someone who could help me learn "how Compton does it." Instead I spent a lot of time fumbling through and irritating the Business Office among others. Although I will say that it seems like there is a shift to a more supportive environment these days.
- Budget and the time to pursue my academic goals.
- prioritization of projects; time management; work/life balance
- opportunities to interact informally with peers
- Continued professional learning opportunities.
- Banner & eLumen Training
- Is this a trick question :), more participation in ACCCA
- Further understanding of Title V
- Management building & sign up for engineering school.
- I could benefit from leadership training.
- Professional conferences/ workshops for administrators

**What support or learning opportunity would help you do your job better?**



**Summary:**

An analysis of the 10 responses reveals that most respondents want:

- Training from the Business Office, IT, and Human Resources to better understand their processes and timelines
- More staff and assistants
- Learning about budgeting for an office

**Responses:**

- I think it is great that we now have three separate groups to advocate for the varied needs of faculty, staff, and management. I'm sure this will lead to more specific learning opportunities that will support my work. My one suggestion is to have people from the Business Office, HR, and IT present so we know how they want things done. We do a lot of student-focused PD, and we should be student-centered, but we also need to more effectively get through the administrative work too.
- Budget and the availability to pursue career enhancing objectives
- a better system for all of the reports and plans that are due

- management skills training
- The ability to continue to engage in professional learning to enrich my current strengths and advances my greatest potential.
- Greater support with the PeopleSoft transition.
- Admin Assistant
- Hr support when disciplining employees.
- Workshops/institute on budget management.
- Web based training about life/work balance. No stress lifestyle.

**Is there anything else we should know to help build a robust, useful professional development offering?**



**Summary:**

The responses to this question varied widely. An interesting suggestion is establishing regular PD days

**Responses:**

- Compton is doing an amazing job! From Pilar's leadership, to colleagues across the campus volunteering to present, our PD is growing stronger by the day.
- smaller groups are better than large ones - allows for more interaction
- Continue to offer an array of professional opportunities for all employees.
- Manager release time or professional development funds to attend conferences
- Identify a profession development day every month or biweekly where no work is done but only prof development activities.

## **Appendix A: “Other” Responses**

### **Non-participation “Other” responses:**

- N/A or “I did participate:” 3
- I did participate in PD and appreciated that there were new times and durations to choose from.
- Grandfathers funeral

### **PD for GPD “Other” responses:**

- Review of how we are strengthening our services around Guided Pathways

### **PD for Technology “Specific Applications” responses:**

- Excel
- Canvas (2)
- Understanding the use of the shared drive vs. OneDrive vs. Sharepoint
- One Note and other obscure software in Office
- SharePoint
- Outlook

### **PD for Policies and Procedures “Other” responses:**

- Business Services and policies around budgets are the biggest for me.
- Student Support Services
- IE

### **PD for Health and Wellness “Other” responses:**

- Dealing with change in the workplace (it can be POSITIVE!)
- Student Panel

### **PD for Work “Other” responses:**

- Budgeting made simple

### **PD for Leadership Skills “Other” responses:**

- Great list!

- Moving burnt out staff

**PD Format “Other” responses:**

- Canvas modules for staff PD would be great

**PD Format (types of trainings) “Other” responses:**

- 2 to 3 day inperson conferences/ institutes