

The University of Tennessee at Martin
Office of Extended Campus and Continuing Education
2008 Training Needs Assessment

Instructions: Take a moment to complete this questionnaire. Your answers will guide the University's efforts to improve professional development opportunities on our campus. Thank you for your assistance.

1. Please indicate the time of year that is best for you to attend training (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> During the semester
<input type="checkbox"/> Summer
<input type="checkbox"/> Spring Break
<input type="checkbox"/> Fall Break | <input type="checkbox"/> Between Semesters
<input type="checkbox"/> January 2 – 11, 2008
<input type="checkbox"/> May 8 – May 30, 2008
<input type="checkbox"/> August 8 – August 22, 2008
<input type="checkbox"/> December 15 – December 20, 2008 |
|---|---|

Comments: _____

2. Please indicate the best time of day for you to attend training:

- Morning Afternoon Evenings

3. Please indicate the length of training sessions you prefer:

- 2 hours 4 hours All Day (6-8 hours)

4. Please take a few minutes to place a check mark in the space next to the training/seminars you would like to see offered in 2008.

IRIS	
	IRIS Overview
	Document Tracking
	Travel
	Funds Reservations
	Invoices (FB 60 & MIR7 Transactions)
	Other Iris Topics – please identify
Fiscal Policy	
	Payroll Basics
	Travel
	Purchasing
	Procurement Card
	A/R Ledgers
	Processing Invoices, Approvals & Petty Cash
	Other Fiscal Policy Topics – please identify
Computer Skills	
	Microsoft Access
	Microsoft PowerPoint
	Microsoft Excel
	Microsoft Word
	Vista

Employee Assistance Program (EAP)	
Training Programs	
	<input type="checkbox"/> Change Management
Communication	
	<input type="checkbox"/> Effective, Assertive Communication
	<input type="checkbox"/> Mapping Personal Goals
	<input type="checkbox"/> Person-to-Person Feedback
Stress Management	
	<input type="checkbox"/> Balancing Work and Personal Life
	<input type="checkbox"/> Stress Management for Work and Home
	<input type="checkbox"/> Procrastination
	<input type="checkbox"/> Why Are We So Angry?
	<input type="checkbox"/> Managing Stress and Burnout
Workplace Risk Management	
	<input type="checkbox"/> Sexual Harassment for Employees
	<input type="checkbox"/> Workplace Violence: Assessing and Preventing
Other EAP programs – please identify	

Training Provided by Employee & Organization Development	
	Seven Habits of Highly Effective People
	Delegation Skills
	Listening Skills
	Time Management
	Effective Memo & Business Letter Writing
	Writing Effectively
	Conquering Workplace Negativity
	Other programs – please identify
Other Topics	
	Diversity
	Etiquette
	Ergonomic
	Customer Service

Certification Programs
Communication Certification – 32 hrs. Effective communication skills; Ability to communicate clearly and effectively with faculty, colleagues, and others university customers.
Star Achievement –The three-level, 12-part series covers more than 60 topics that are crucial in building the skills, attitude, team focus and strategy fundamentals that result in increased productivity and job satisfaction among administrative support and office professionals. 3 levels; 24 hrs. per level. Level I to be presented in 2008. Check it out at http://www.officedynamics.com/
Advanced Connections - teaches campus staff to work together: to solve problems, synergize efforts, and coordinate campus service. 12 hr. program.

5. Please list additional seminar topics you would like to see offered on campus.

6. Are you interested in computer based courses? ____ YES ____ NO

7. What is the best way to inform you of training opportunities?
 ____ E-Mail on Campus_L ____ Flyer posted at worksite ____ Campus Mail
 Other: _____

8. Comments/Suggestions: _____

Supervisors are encouraged to contact Debbie Mount, Director, Non-Degree Programs with training needs for their staff. Return completed survey to:

Debbie Mount, Director, Non-Degree Programs
 110 Gooch Hall

Thank You