

**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<br><input type="checkbox"/> Summer<br><input type="checkbox"/> Spring Break<br><input type="checkbox"/> Fall Break | <input type="checkbox"/> Between Semesters<br><input type="checkbox"/> January 2 – 11, 2008<br><input type="checkbox"/> May 8 – May 30, 2008<br><input type="checkbox"/> August 8 – August 22, 2008<br><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.

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

<b>Employee Assistance Program (EAP)</b>	
<b>Training Programs</b>	
	<input type="checkbox"/> Change Management
<b>Communication</b>	
	<input type="checkbox"/> Effective, Assertive Communication
	<input type="checkbox"/> Mapping Personal Goals
	<input type="checkbox"/> Person-to-Person Feedback
<b>Stress Management</b>	
	<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
<b>Workplace Risk Management</b>	
	<input type="checkbox"/> Sexual Harassment for Employees
	<input type="checkbox"/> Workplace Violence: Assessing and Preventing
<b>Other EAP programs – please identify</b>	

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

<b>Certification Programs</b>
<b>Communication Certification</b> – 32 hrs. Effective communication skills; Ability to communicate clearly and effectively with faculty, colleagues, and others university customers.
<b>Star Achievement</b> –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 <a href="http://www.officedynamics.com/">http://www.officedynamics.com/</a>
<b>Advanced Connections</b> - 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