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## Report info

**Report date:**

Monday, April 23, 2012 11:27:42 AM EDT

**Start date:**

Monday, February 27, 2012 11:06:00 AM EST

**Stop date:**

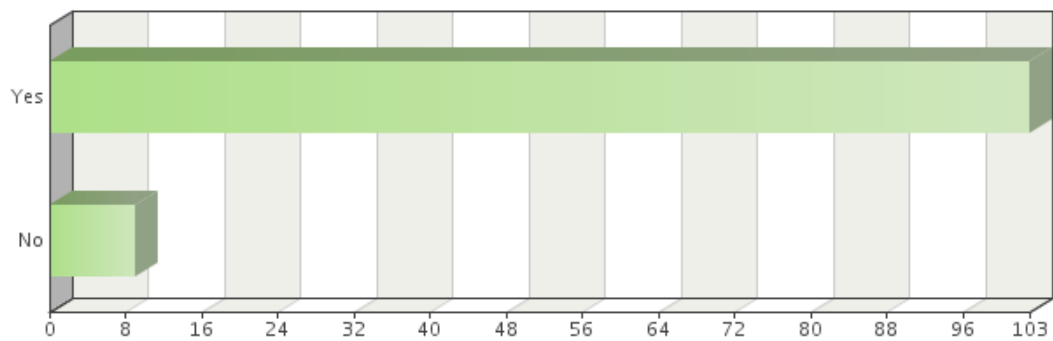
Monday, April 23, 2012 11:06:00 AM EDT

**Number of completed responses:**

112

## Question 1

Did you know that the Professional Staff Development Office provides workshops/activities for professionals?



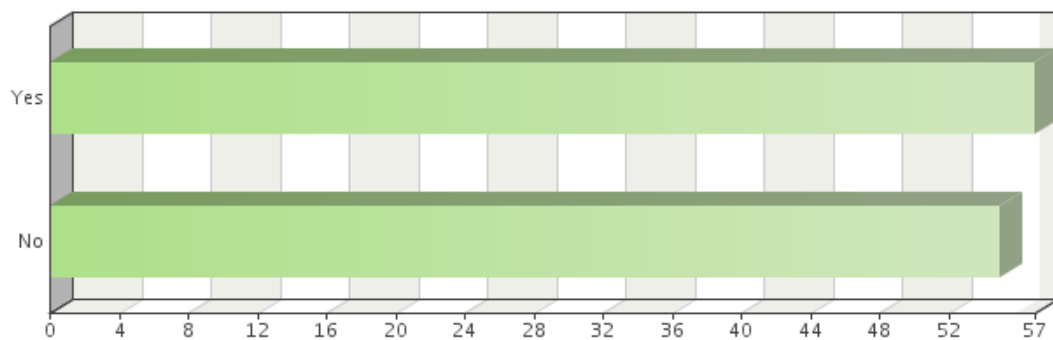
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	103	91.96%	91.96%
No	9	8.04%	8.04%
Not answered:	0	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 112

## Question 2

Have you attended workshops/activities through or from the Professional Staff Development Office?



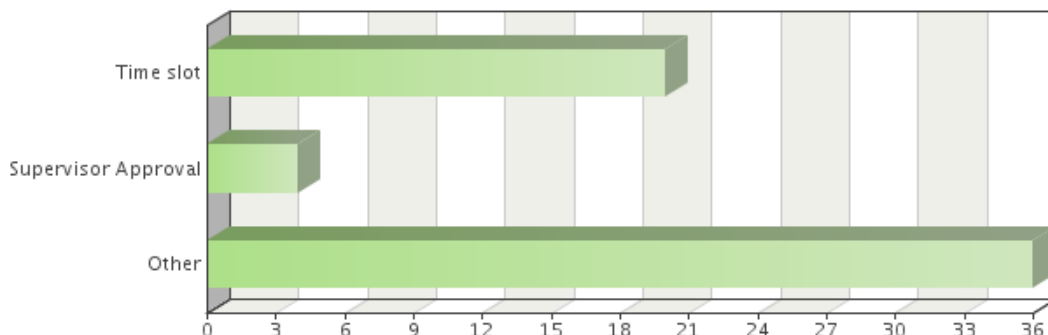
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	57	50.89%	50.89%
No	55	49.11%	49.11%
Not answered:	0	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 112

### Question 3

Indicate the reason (select all that apply):



Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Time slot	20	33.33%	36.36%
Supervisor Approval	4	6.67%	7.27%
Other	36	60%	65.45%
<b>Sum:</b>	<b>60</b>	<b>100%</b>	<b>100%</b>

Total answered: 55

**Text input**

- no interest
- too much to do
- Busy
- haven't seen one that interested me yet?? but i would go...
- I was not aware of services there.
- workload
- the subject didn't interest or apply to me.
- n/a
- nothing caught my eye
- construction management usually does not coincide with what is offered
- Wasn't aware
- Nothing I have wanted to attend
- topics were not related to my job
- Was not aware
- I'm new
- meeting conflicts
- Did apply to me
- never see them advertised
- don't know what this question means
- subject matter
- unaware
- too busy

Not applicable to my position

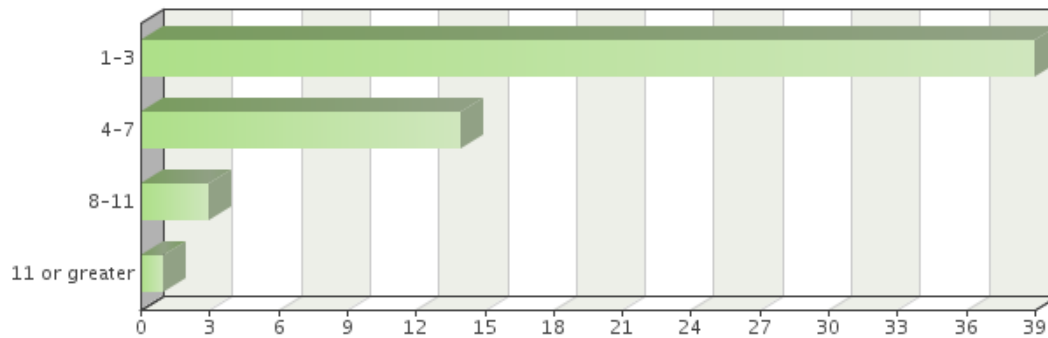
nothing of interest yet

unaware

did not apply

## Question 4

How many workshops/activities have you attended?



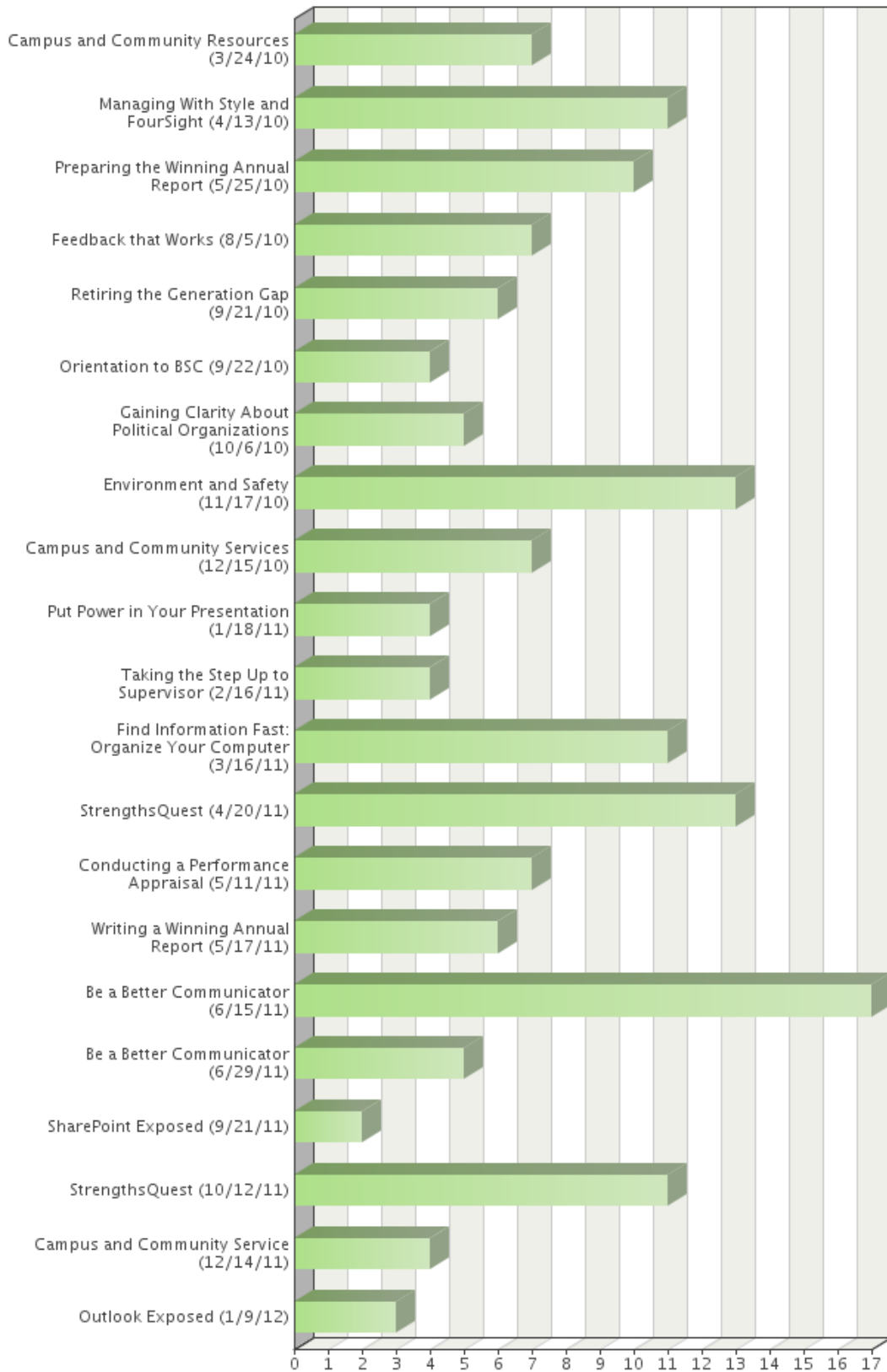
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
1-3	39	34.82%	68.42%
4-7	14	12.5%	24.56%
8-11	3	2.68%	5.26%
11 or greater	1	0.89%	1.75%
Not answered:	55	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 57

## Question 5

Check the ones you have attended:



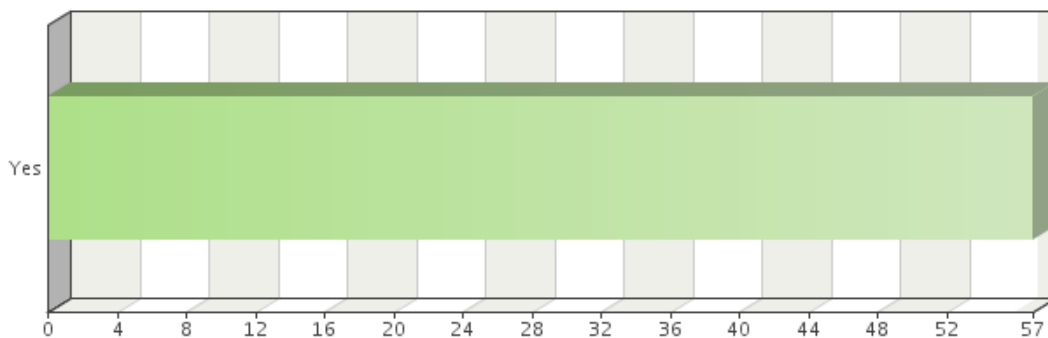
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Campus and Community Resources (3/24/10)	7	4.46%	12.28%
Managing With Style and FourSight (4/13/10)	11	7.01%	19.3%
Preparing the Winning Annual Report (5/25/10)	10	6.37%	17.54%
Feedback that Works (8/5/10)	7	4.46%	12.28%
Retiring the Generation Gap (9/21/10)	6	3.82%	10.53%
Orientation to BSC (9/22/10)	4	2.55%	7.02%
Gaining Clarity About Political Organizations (10/6/10)	5	3.18%	8.77%
Environment and Safety (11/17/10)	13	8.28%	22.81%
Campus and Community Services (12/15/10)	7	4.46%	12.28%
Put Power in Your Presentation (1/18/11)	4	2.55%	7.02%
Taking the Step Up to Supervisor (2/16/11)	4	2.55%	7.02%
Find Information Fast: Organize Your Computer (3/16/11)	11	7.01%	19.3%
StrengthsQuest (4/20/11)	13	8.28%	22.81%
Conducting a Performance Appraisal (5/11/11)	7	4.46%	12.28%
Writing a Winning Annual Report (5/17/11)	6	3.82%	10.53%
Be a Better Communicator (6/15/11)	17	10.83%	29.82%
Be a Better Communicator (6/29/11)	5	3.18%	8.77%
SharePoint Exposed (9/21/11)	2	1.27%	3.51%
StrengthsQuest (10/12/11)	11	7.01%	19.3%
Campus and Community Service (12/14/11)	4	2.55%	7.02%
Outlook Exposed (1/9/12)	3	1.91%	5.26%
<b>Sum:</b>	<b>157</b>	<b>100%</b>	<b>100%</b>

Total answered: 57

### Question 6

Were you able to use the information shared in the workshops?



Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	57	50.89%	100%
Not answered:	55	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 57

## Question 7

If yes, how?

### Text input

Personal development

I always learn a lot from these activities

The are always excellent

In reviewing my annual report before submission

used techniques learned in daily operations

They provided information that was useable in a dialy way here.

By being more aware of my strengths, I am finding ways to utilize them in my position. I also better understand my performance program therefore will become more active in the process, etc.

Helped me understand styles better.

professional development of staff

Enhanced knowledge of resources, skills. Interact with other profession staff and learn from collective experiences.

I have used the tips I recieved from the workshops and incorporated them in my day to day activities at work; I organize my computer (office & Ipad) much better after taking the workshops offered.

I try to listen better than I did before.

I used it to help in putting together my report. I also shared the main messages with my co-workers via email.

My staff also attended. But the one who really needed it called in sick that day. Reinforcement of communication tools is always a professional plus.

Has helped me understand both how I work and think as well as understanding where others are coming from and how to effectively communicate and collaborate to get the job done. Has increased my confidence in myself and my ability to to my job.

Communicating effectively with students, parents, faculty and staff is essential in my daily worklife. Attending workshops that offer insights for better communication practices when dealing with diverse groups of people has helped me immensely.

Used it in assessing my supervision style.

With my co-workers. Picked up some pointers that make work run a little smoother.

Better computer organization; continuing to be in contact with presenters specific to additional questions

generally useful

Better organize my performance review process.

There are always new programs and services I need to know about so that I can provide better service to students.

I have been able to used some of the concepts I learned in my day to to day task/activities.

to improve my skills and share with other staff members.

Organizing the information in my work computer.

I was able to learn about "hidden gems" offices throughout the campus, as well as gaining another persepective on what my strengths as an employee might be and how I could go about concentrating on those.

Used the annual report workshop info when I did my annual report; which was well received. Better now with organizing my computer.

Use self evaluation to assess my strength and weaknesses and improve upon them

Used info to my work situations

Reflecting on myself and how I can work.more effectively within my office.

Offered ideas in our department to Faculty and Staff. Organizing your time and Strangths Quests were used the most.

i have utilized information learned in psd workshops in both my professional and personal life...to improve the efficiency of my job skills and developpe interpersonal skills, such as communication and understanding.

Preparation/planning

I was able to conduct a more effective performance appraisal with my staff.

came in handy when situations of the same sort came up

In discussion with peers about managing students and approaches.

I was able to make my report reflect my contributions in a more positive and productive manner.

I have developed more audience friendly power points. It made me feel like more of an informer than a lecturer

My favorite was Strengths Quest. I have assessed my priorities & have made some changes. I am looking forward to our "reunion" to learn more! Plus, I am lucky enough to bake for the group : )



Improved daily interactions with colleagues.

in my interactions with school faculty and administrators that our program works with.

Learned how to market my attributes in the annual reports and what resources are available, and who are the individuals responsible for those programs/departments on campus. Knowing who to contact and who is responsible for certain components takes the guess work and helps maximum ones' time. The workshop on being a better communicator and politics was very instrumental as it allows one to do a self evaluation, and go back to the sand box and play again with bullies.

To organize my computer so that I can find documents easily.

Writing things down and try to organize group activities on campus

was able to have a much-needed conversation with my supervisor that resulted in less tension between us and more job satisfaction for me

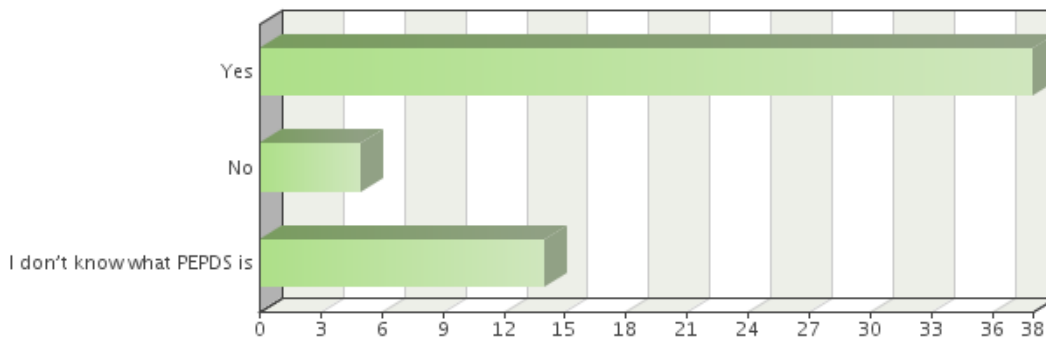
Organizing/cleaning up my computer

## Question 8

If no, why not?

## Question 9

Were the PEPDS (Performance Evaluation and Professional Development System) Updates helpful?



Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	38	33.93%	66.67%
No	5	4.46%	8.77%
I don't know what PEPDS is	14	12.5%	24.56%
Not answered:	55	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 57

## Question 10

How?

Text input

Made performance reviews easier

keep me up to date

I didn't take advantage of them but appreciate the fact they were available.

With days being so busy things get lost or put aside so the reminders helped keep it in the forefront therefore I am able to be more active in my performance program.

Clarification of the process.

I am now aware of what I need to do, it's more clear to me.

I learned about it through your emails.

keeps me informed

I started to code my outlook so I would be prepared with dates and information about activities

I did not attend these workshops but I sent the employees that I supervise and that supervise others to the workshops.

The session give me some insight to review questions.

To better prepare myself

Better understanding of the process.

I don't remember.

very informative

Helped process mine

helped me to know the best type of information to include in the reports to really showcase my accomplishments

It helped me to prepare for conferences with our personnel committee.

It keeps us together and informed on what other participants have been doing or have done.

Keeping me up to date since most of my time is spent off campus at our targeted schools

By providing the tools to help one frame his/her PP.

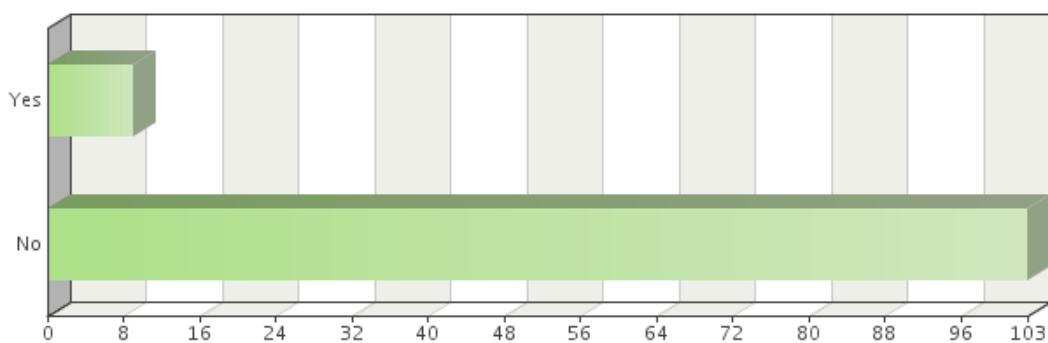
gives a better overall understanding of campus performance as a whole

more awareness

highlighted information I had forgotten about

## Question 11

Did you participate in Walk to Wellness?



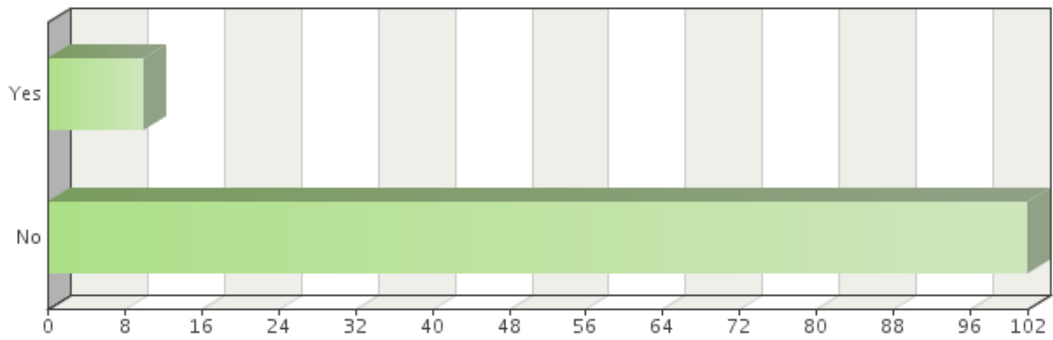
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	9	8.04%	8.04%
No	103	91.96%	91.96%
Not answered:	0	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 112

## Question 12

Did you participate in Tuesday Talks?



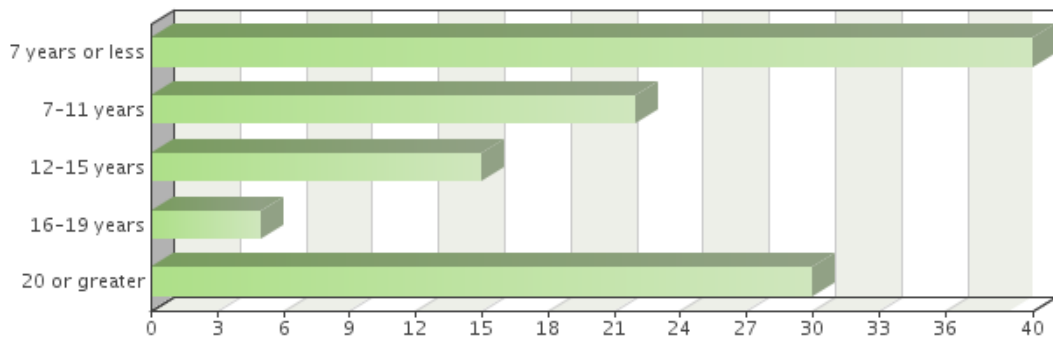
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	10	8.93%	8.93%
No	102	91.07%	91.07%
Not answered:	0	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 112

## Question 13

Employment Status:



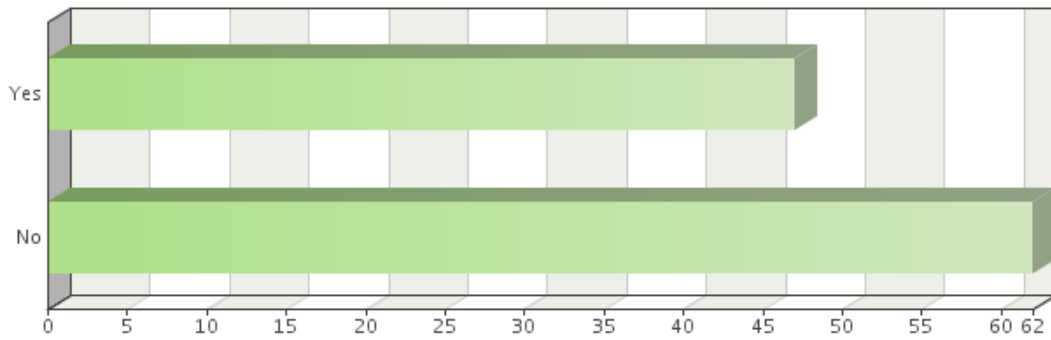
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
7 years or less	40	35.71%	35.71%
7-11 years	22	19.64%	19.64%
12-15 years	15	13.39%	13.39%
16-19 years	5	4.46%	4.46%
20 or greater	30	26.79%	26.79%
Not answered:	0	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 112

## Question 14

Term Appointment?



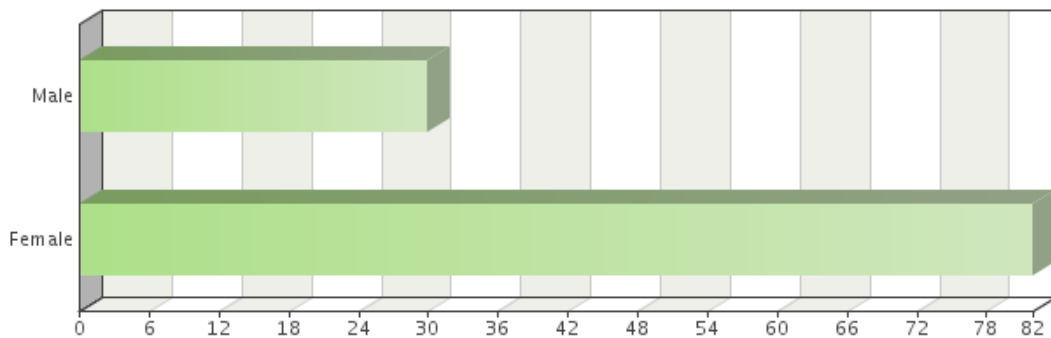
Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Yes	47	41.96%	43.12%
No	62	55.36%	56.88%
Not answered:	3	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 109

## Question 15

Gender:



Frequency table

Choices	Absolute frequency	Relative frequency	Adjusted relative frequency
Male	30	26.79%	26.79%
Female	82	73.21%	73.21%
Not answered:	0	0%	-
<b>Sum:</b>	<b>112</b>	<b>100%</b>	<b>100%</b>

Total answered: 112

## Question 16

Race/Ethnicity

### Text input

African American

white

refuse to answer

white

White

white

Caucasian

white

Black

caucasian

Black

Black

White/Hispanic

caucasian

white

White/Caucasian

White

white

unknown

white

White

white

White

Caucasian

White

white

Caucasian

white

African American

white

White

white

African American

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African-American

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Asian

Latina

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Hispanic

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Caucasian

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Hispanic

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African-American

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Caucasian

White

Black Afro-American

white

White

White

white

## Question 17

Any additional comments or suggestions for future programming:

### Text input

I had an interest in many more than I was able to actually attend due to either staffing concerns or competing tasks.  
Would have attended more if time allowed

I am really looking forward to the bullying workshop coming up...many people do not understand the effects of bullying or that they are even being bullied. Any information that helps communication will only build a better work place. Awesome workshops thus far!!

I know what the performance program and appraisal forms are; but did not attend related - workshops. I wonder if the workshop covered the benefits of making these forms easier to edit.

I really enjoy the workshops given by Otilie Woodruff and hope look forward to future workshops on a regular basis.

Expand the wellness program to include (free) access/use of the basketball and racquetball courts, the pool, etc.

~Leon

I sincerely do hope you will continue this training. I can't often get away, otherwise I would've attended more.

I've been a Supervisor for 6 years. Still would like to take this one if it is ever done again...  
Taking the Step Up to Supervisor (2/16/11)

PEPDS - helping the employee dialog with the manager regarding performance programs

customer service, Excel Techniques, Filing Grievances, Rights and Responsibilities

Workshops on dealing with difficult people, both within the office setting and outside, would be helpful. Also, if possible, it would be great to have a workshop on ways to approach directors to ask for a raise/upgrade.

Workshops are usually on tuesdays. I have another obligation on tuesday's that makes it difficult to attend. If you could alternate dates, I might be able to attend more. Many of the topics were of interest, but I was unable to attend.

I would have liked to try Tues Talks. I just assumed they were busy.

Unfortunately, the workshops/activities do not fit into my schedule and are not pertinent to my specific professional needs.

However, I feel professional development is important on this campus.

I would like to attend some of the workshops/activities, but my workload is always heavy and it is hard for me to take the time to attend.

In theory, I support everything that has been offered. I usually cannot make it to the activities due to scheduling conflicts. I think the fitness emphasis is particularly important.

Based on the topics I believe professional development is beneficial. My lack of attendance is purely based on my schedule and not the lack of interest

perhaps some retirement workshops

Continue with the programs because I believe professional development workshops are vital for staff. There were workshops that I wanted to attend but I was too busy.

Earning a promotion for professionals.  
Improving workplace morale.  
Dealing with the assignment of "temporary" new duties.

I found all the sessions I attended, worth well.

I wish we can continue having the Professional Staff Development Workshops and Activities since it is crucial for professional development. I highly appreciate having that venue and the option to attend to as many workshops I can.

none...

I think having a Web site dedicated to professional development might be helpful; allowing us to teach or offer pro dev suggestions to pique our interests.

solicit suggestions from professional staff on types of workshops to be offered to maximize participation.

keep up the good work!

Since my job has changed, I hope to participate now.

I am a new Supervisor at Buff State but came from UB and enjoyed many classes & seminars. I'm hoping to partake as I am able! :)

LOVE the professional staff development workshops...so far i haven't attended one that wasn't very useful to me in some way! i really appreciate the opportunity to learn and grow professionally. keep them coming!!!

photoshop class

I like the fact these workshops are offered. I would like to attend one; I just haven't had the chance yet.

How do you find out about what Workshops and Activities are scheduled?  
Cathi Couell  
couellc1@buffalostate.edu

It is nice to meet with other professionals on campus to share ideas and to gain new insights about ourselves and others.

I love the variety so keep it coming!!!!!!

There are always scheduling conflicts. It would be great if these programs could be offered at various times. I understand the cost involved but possibly polling the campus with regards to choosing the most interesting topics would allow for fewer topics but more presentations of the more pertinent.

Please make adjuncts more aware of offerings.

More workshops on how to deal with civility in the workplace, how to confront problematic issues with colleagues, and how to task manage without burning oneself out.

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Would like to see or hear more information or seminars on the campus improvements and an option to have a walking tour of the new dorms/science building/fashion technology buildings that are in the works. Also more awareness of what to do in case of a campus emergency or shooting on campus. What exactly are the campus lockdown procedures, etc.

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keep this going!!

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