

2010-2011 University Wide Training and Development Plan

Accomplishments

- **New Department Chair Orientation Training** – A New Department Chair Orientation was developed for new Department Chairs with 6 new Chairs and Deans in attendance. In addition, 3 workshops were offered during the semester.
- **New Program Director Orientation Training** – A New Program Director Orientation Training was developed with 31 in attendance.
- **Excel Training** - Class offered Nov – 2nd, 9th and 16th with 24 attendees. 3 Open Lab sessions offered on Nov. 4th, 11th, and 18th with an average of 6 attendees. There is currently a waiting list of 30+ for a second class that will be offered 2nd semester. Feedback from the first session indicates there is a need for more Microsoft Office Training on campus. PowerPoint Training will also be offered 2nd semester.
- **Update on evaluation of training sessions** – 6 months after training has been conducted the Applied Research Center will be sending out an evaluation to training participants. The evaluation will ask participants if the training was effective, and if they are applying the training to their work. This information will then be given to the person responsible for the training and they can determine how the data will be used.
- **Update on Training Management System**

Support by the SPG to achieve the action plan goals

Are there training needs that are not included on the plan that should be?