



HLC Accreditation 2016-2017

Evidence Document

Administration and Finance

Office of Human Resources

Staff Training Courses **Attendance 2014-2015** **and FY2015-2016 Evaluation Report** **for Instructor Led Training**

Additional information:

Course	FY15 Number of Attendees	FY15 Online Module Completion	FY14 Number of Attendees
Active Shooter (classroom)	154		613
Active Shooter (online)		19	
Affordable Care Act for Managers and Timekeepers	81		20
Bi-Annual Staff Orientation	121		82
Bi-weekly Staff Orientation	262		225
Campus SaVE (online)		1,647	
Completing UP PD Form (online)		2	
Department Time Entry Section 1	51		41
Department Time Entry Section 2	56		39
Discovering Your Strengths	98		39
Discovering Your Strengths Lab	28		37
Emergency Building Coordinator General Overview	59		211
Emergency Building Coordinator Emergency Response (online)		111	
Emergency Building Coordinator Inclement Weather (online)		117	
Emergency Building Coordinator Emergency Evaluation Plan (online)		29	
Enhancing Your Customer Service	52		63
Flashpoint (online)		9	
Forklift	6		47
Gender Identity	70		32
Hazardous Communications	91		
I-9 Form Training (online)		52	
Intimate Partner Violence (online)		4	
Lockout/Tagout			26
Managing Employee Performance	15		13
Overseas Travel Safety		1	
PeopleAdmin 7.6	42		153
Performance Management Process (CEEDS)	42		237
Pre-Retirement Seminar	110		112
Preventing Harassment & Discrimination	50		51
SafeZone	105		28
Shared Leave (online)		6	
Student Hiring Process	30		34
Supervising with Confidence	37		44
The Hiring Process: PD development and the AAO-1 Hiring	50		
Timekeeping Policies and Procedures	15	27	
UBIT – University Behavioral Intervention Team	62		69
Veterans Preference	29		
Wage and Hour	30		68
Working Effectively in Teams	23		20
Total	1769	2024	2304

FY16 Evaluation Report for Instructor Led Training

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The content of this session was pertinent to my job function.	52.8%	40.4%	5.9%	0%	.9%
The information was appropriate and helpful.	50.5%	46.1%	2.5%	.3%	.6%
The language used in the training session was easy for me to understand.	53.9%	43.7%	1.9%	0%	.5%
The training content was appropriate for my level of expertise.	48.6%	48.0%	2.2%	.6%	.6%
The training materials are pertinent and useful.	50.6%	42.8%	5.4%	.9%	.3%
The instructor provided adequate time for questions and discussion.	52.8%	38.2%	5.6%	1.8%	1.6%
The instructor provided clear explanations.	50.5%	42.7%	6.2%	0%	.6%
The instructor was knowledgeable.	58.2%	37.2%	4.0%	0%	.6%
The instructor was well organized and prepared.	55.8%	39.3%	4.0%	.3%	.6%
Please rate overall satisfaction with the training session.	50.5%	44.5%	3.8%	.6%	.6%