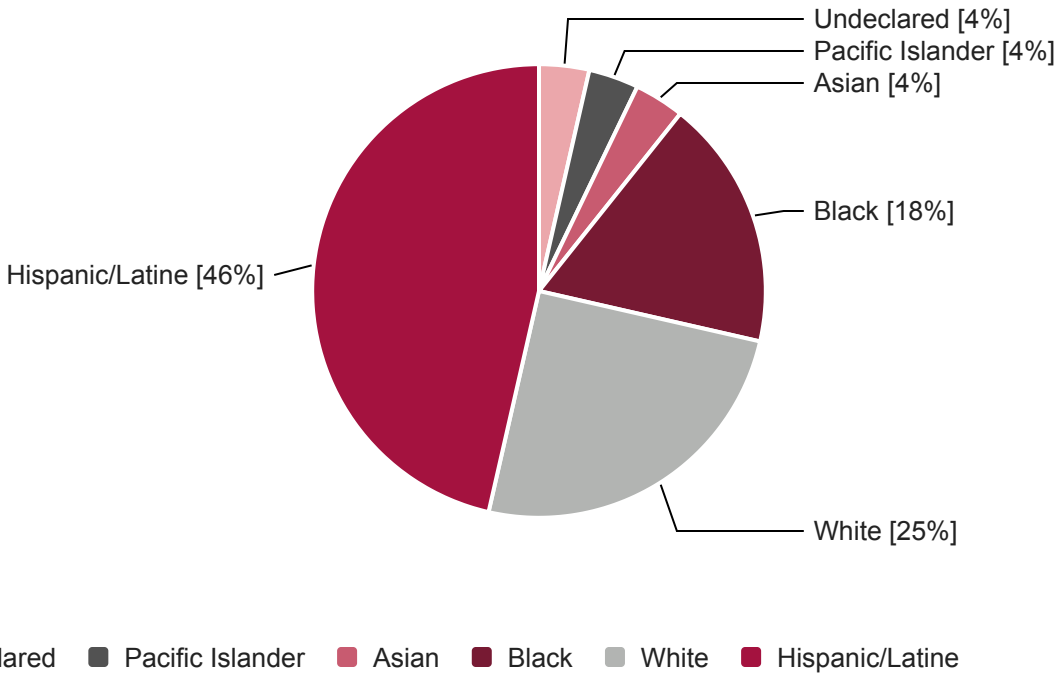
Classified Professionals and Managers Professional Development Needs Assessment (Spring 2026)

Demographics

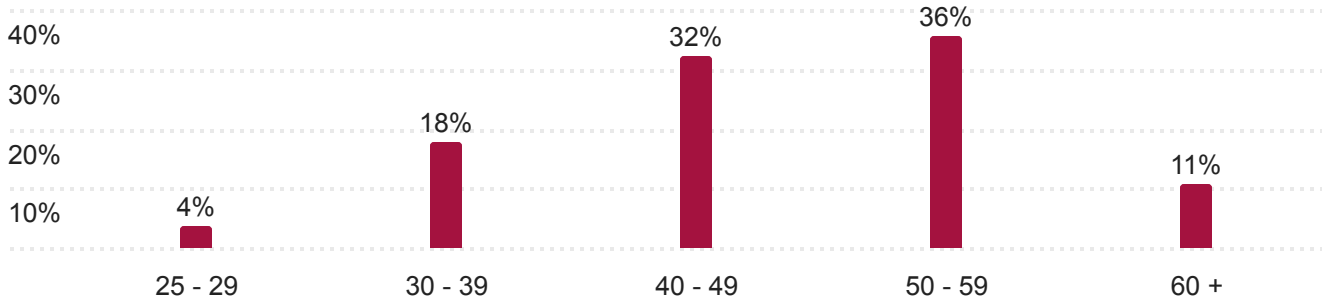
Race/Ethnicity

28 Responses



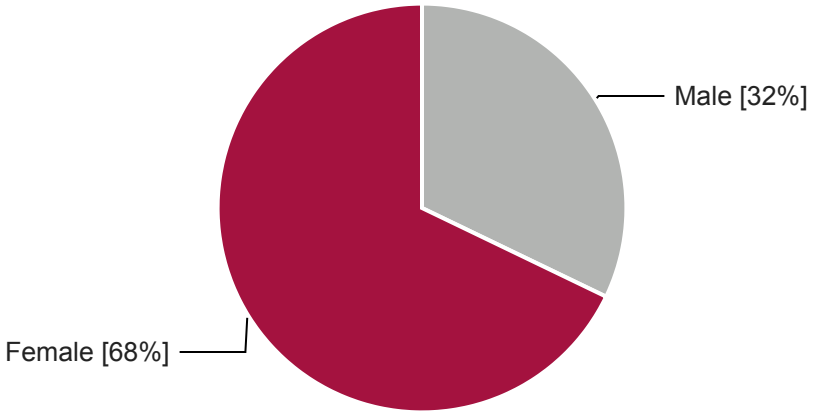
Age

28 Responses



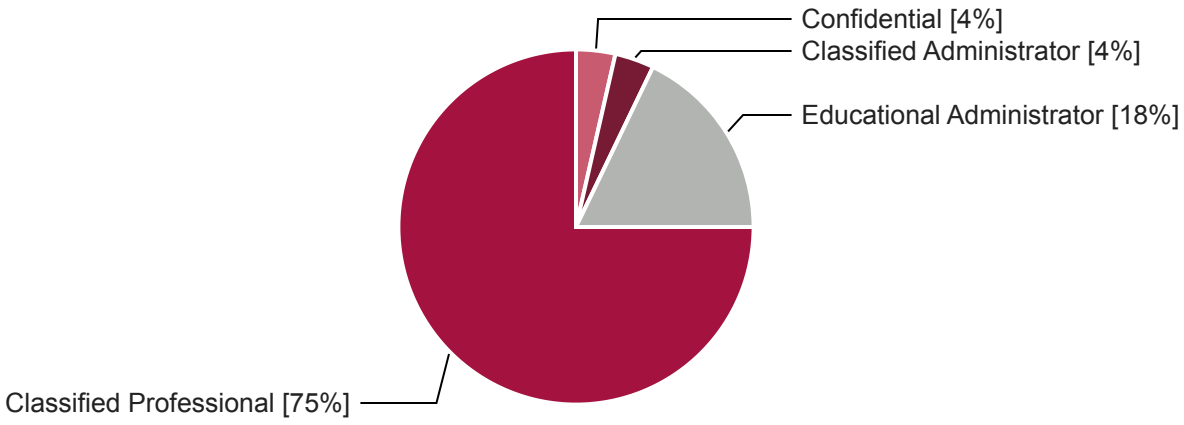
Gender

28 Responses



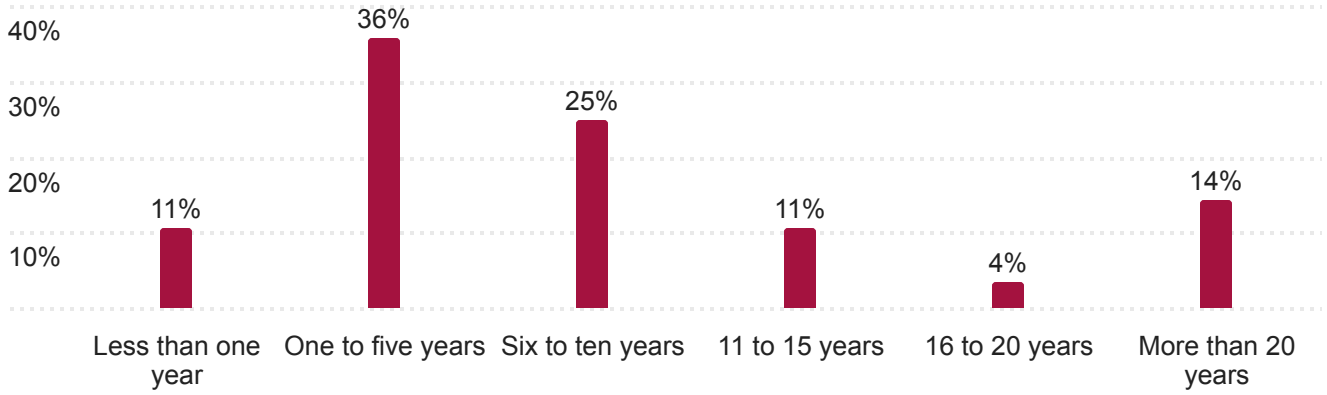
Employee Group

28 Responses



Years of Service

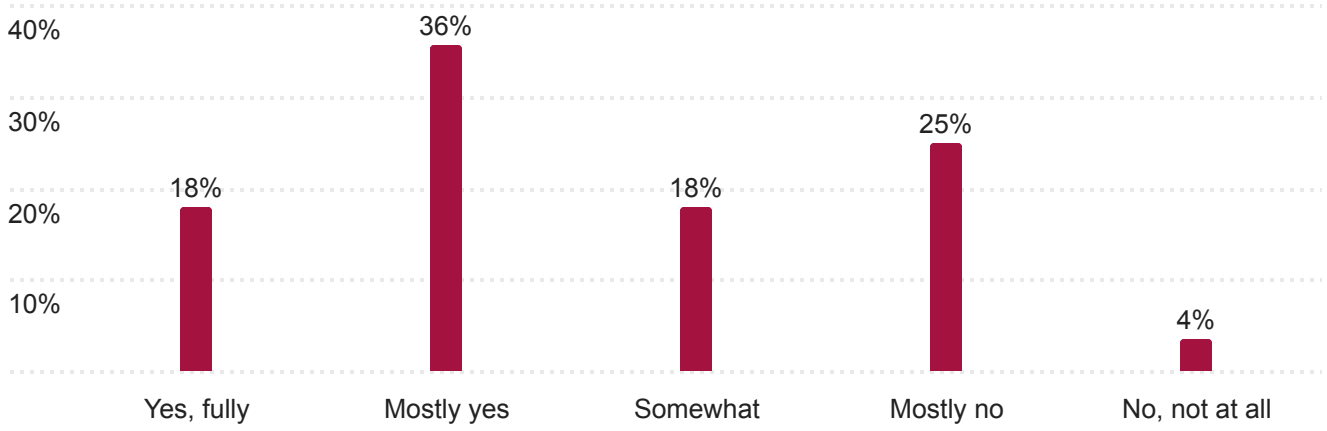
28 Responses



Professional Development Activity Engagement

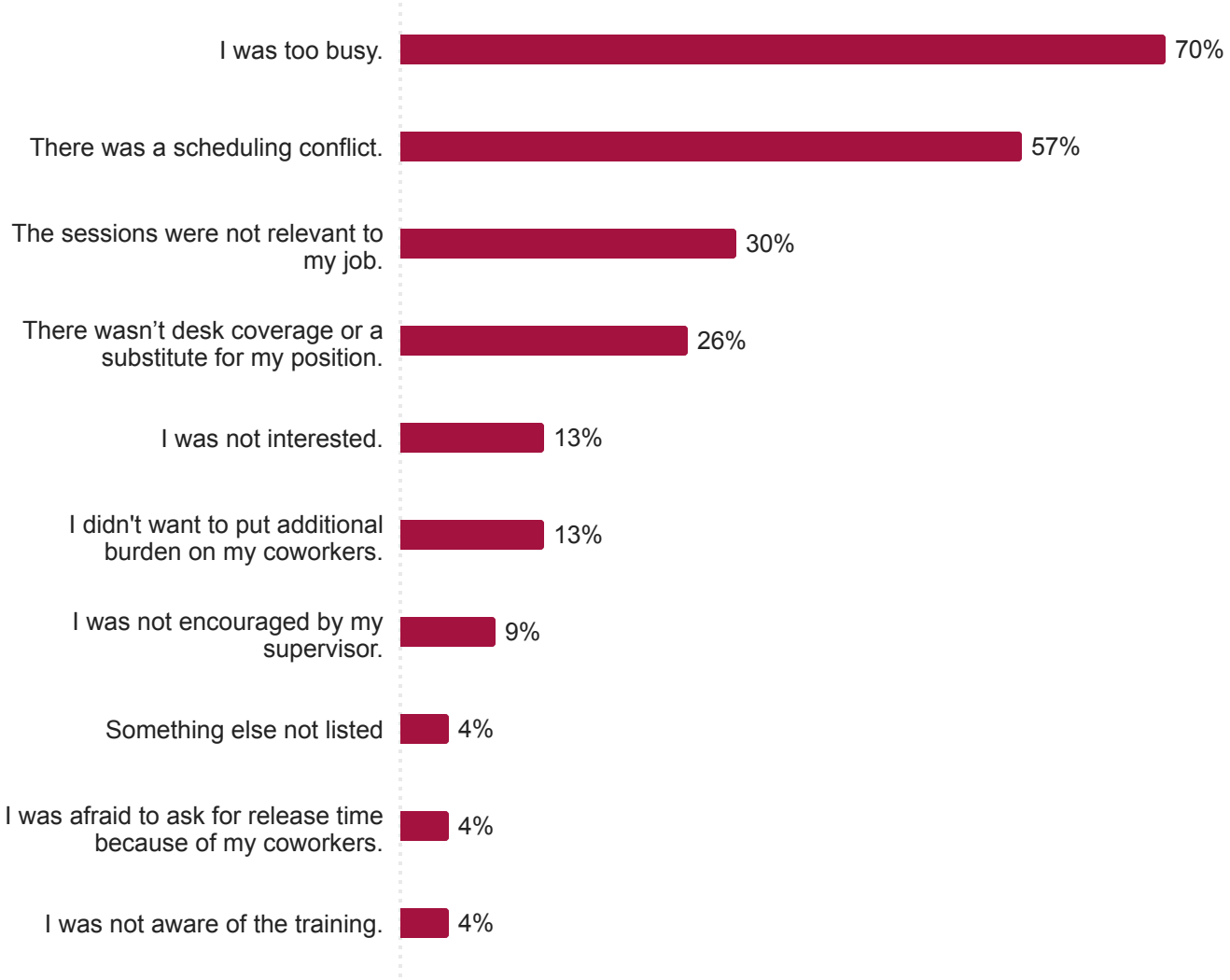
Able to Participate in Activities?

28 Responses



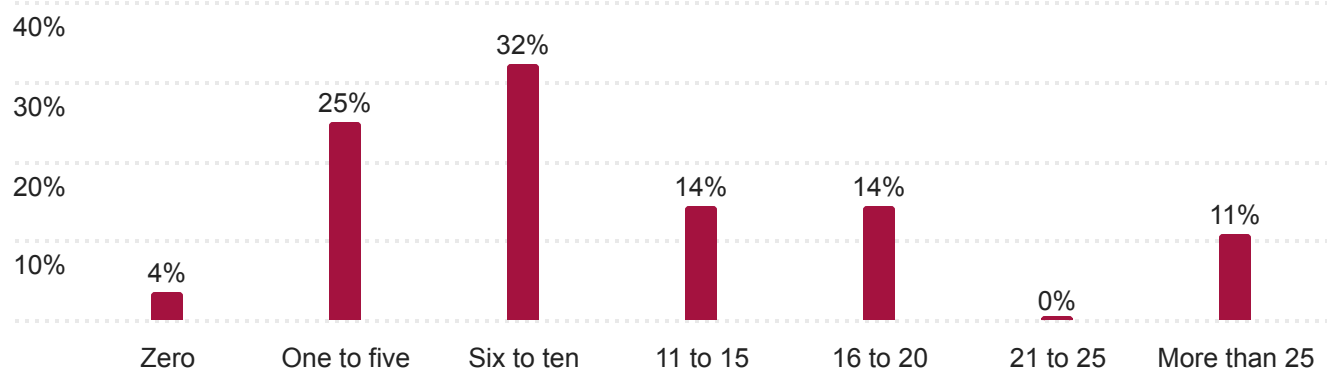
Barriers to Activity Participation

23 Responses



Annual Hours of Activity Attendance (2025-2026)

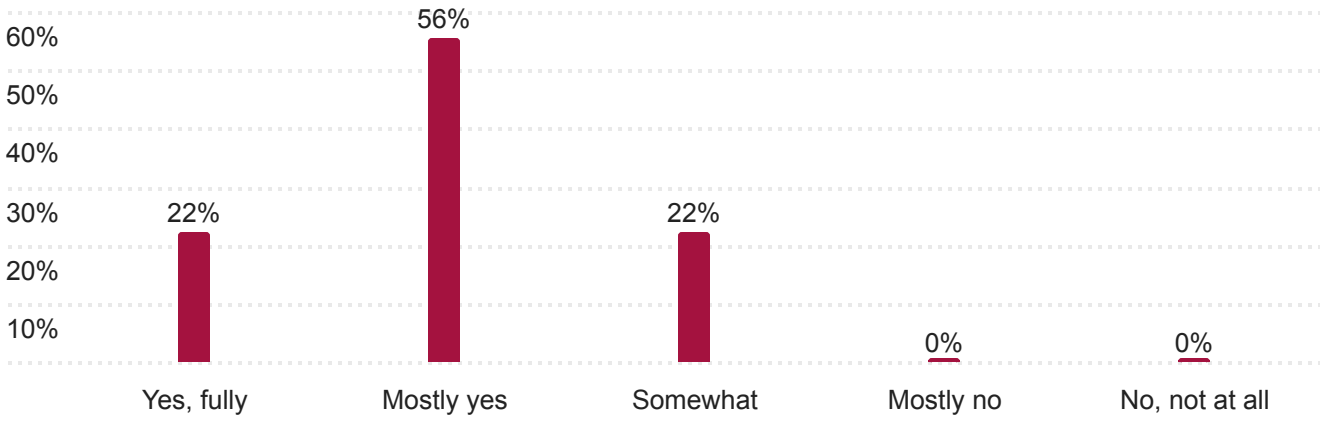
28 Responses



Professional Development Needs

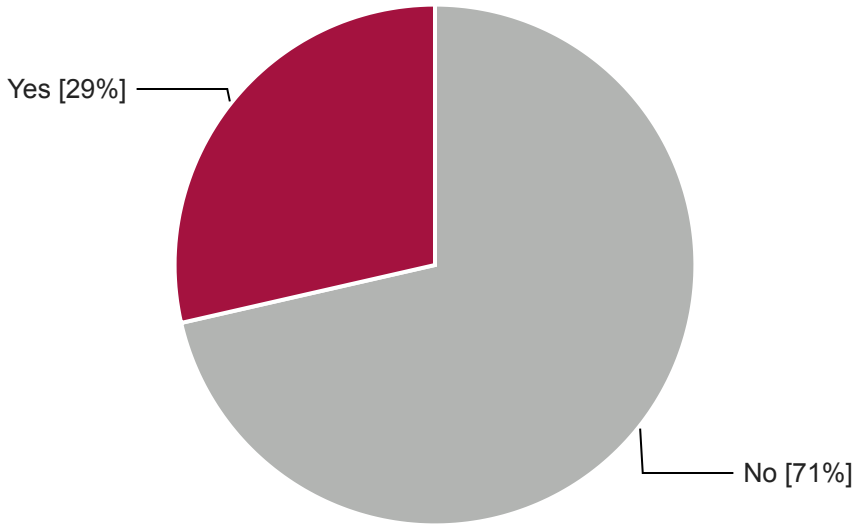
Possesses Skills to Fulfill Role?

27 Responses



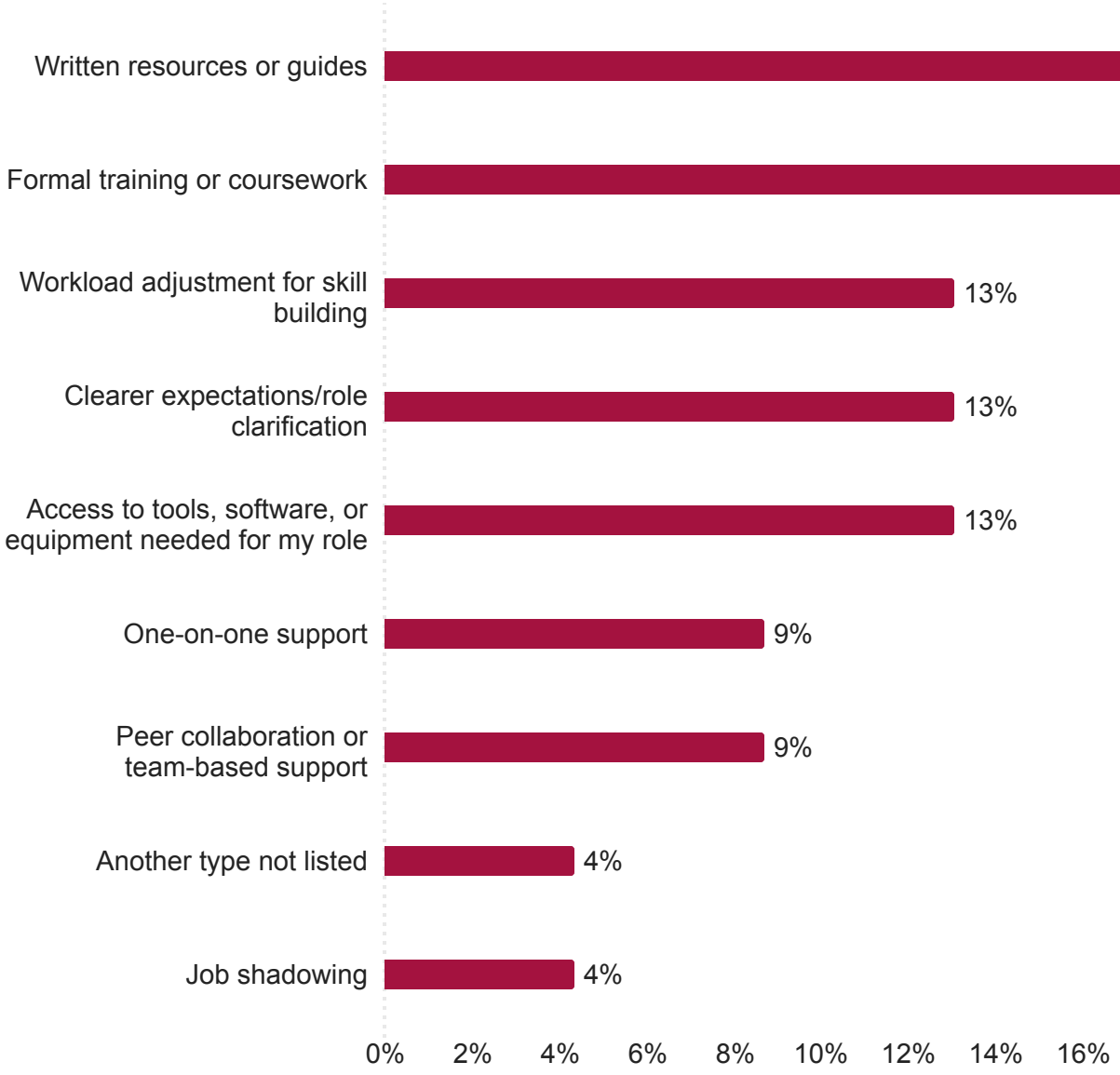
Needs Immediate Support to Fulfill Duties of Role?

21 Responses



Support Needed to Fulfill Duties of Role

6 Responses



Other Unlisted Support Needed

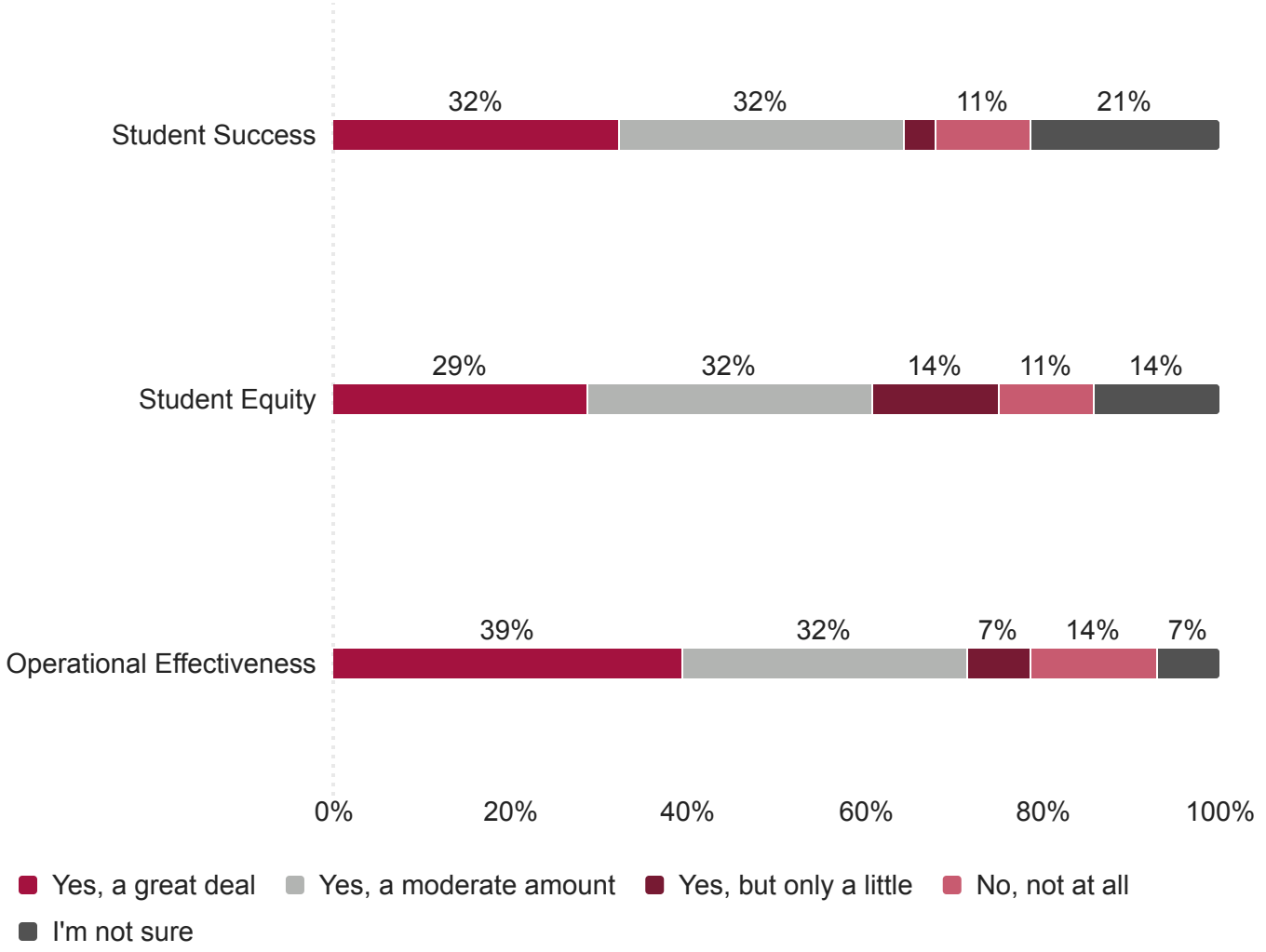
1 Responses

Budging support and clarity on all budget / grant processes.

Professional Development Institutional Impact

Would receiving Professional Development training impact...

28 Responses

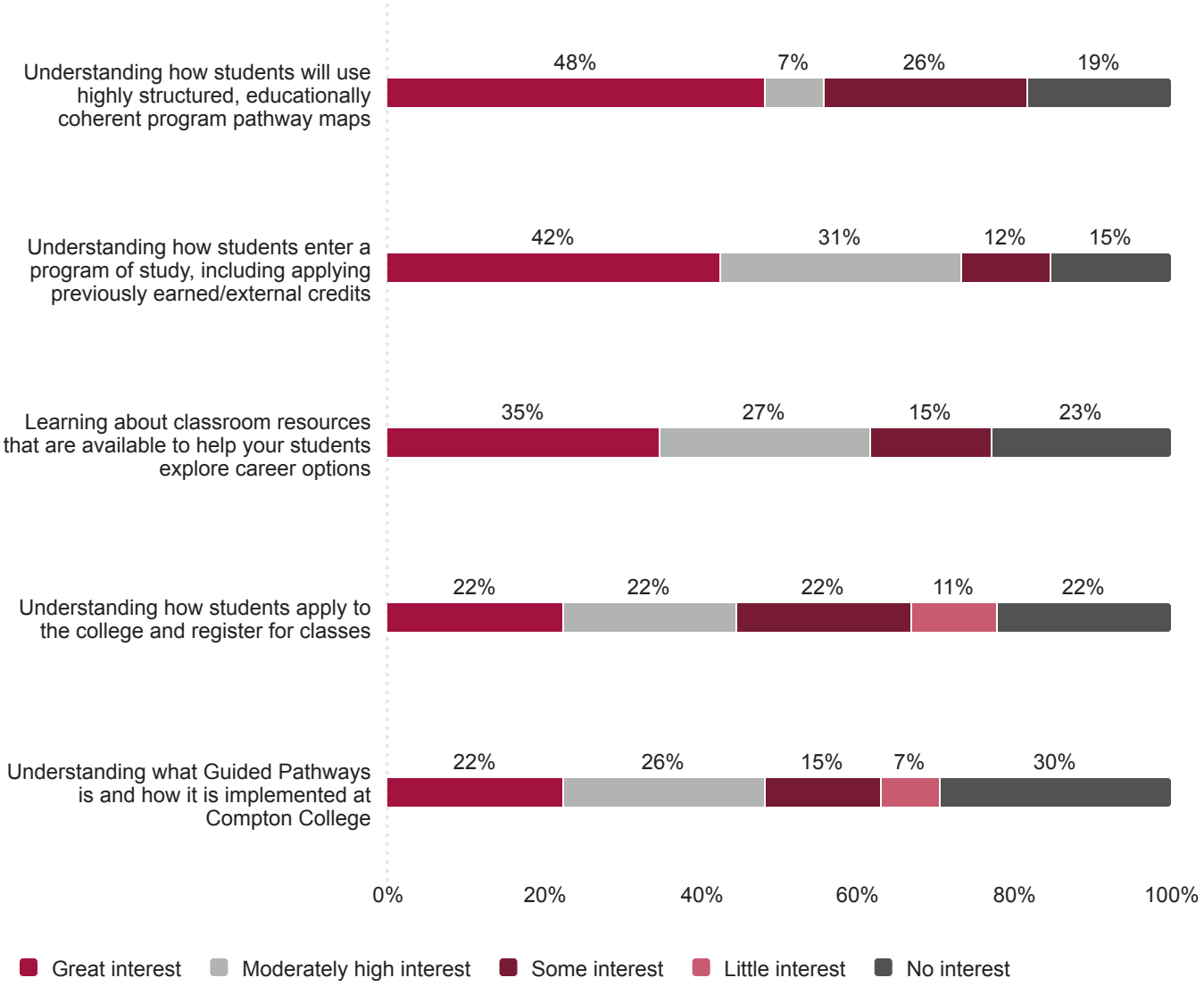


Professional Development Topic Interest and Confidence

Implementation of Guided Pathways

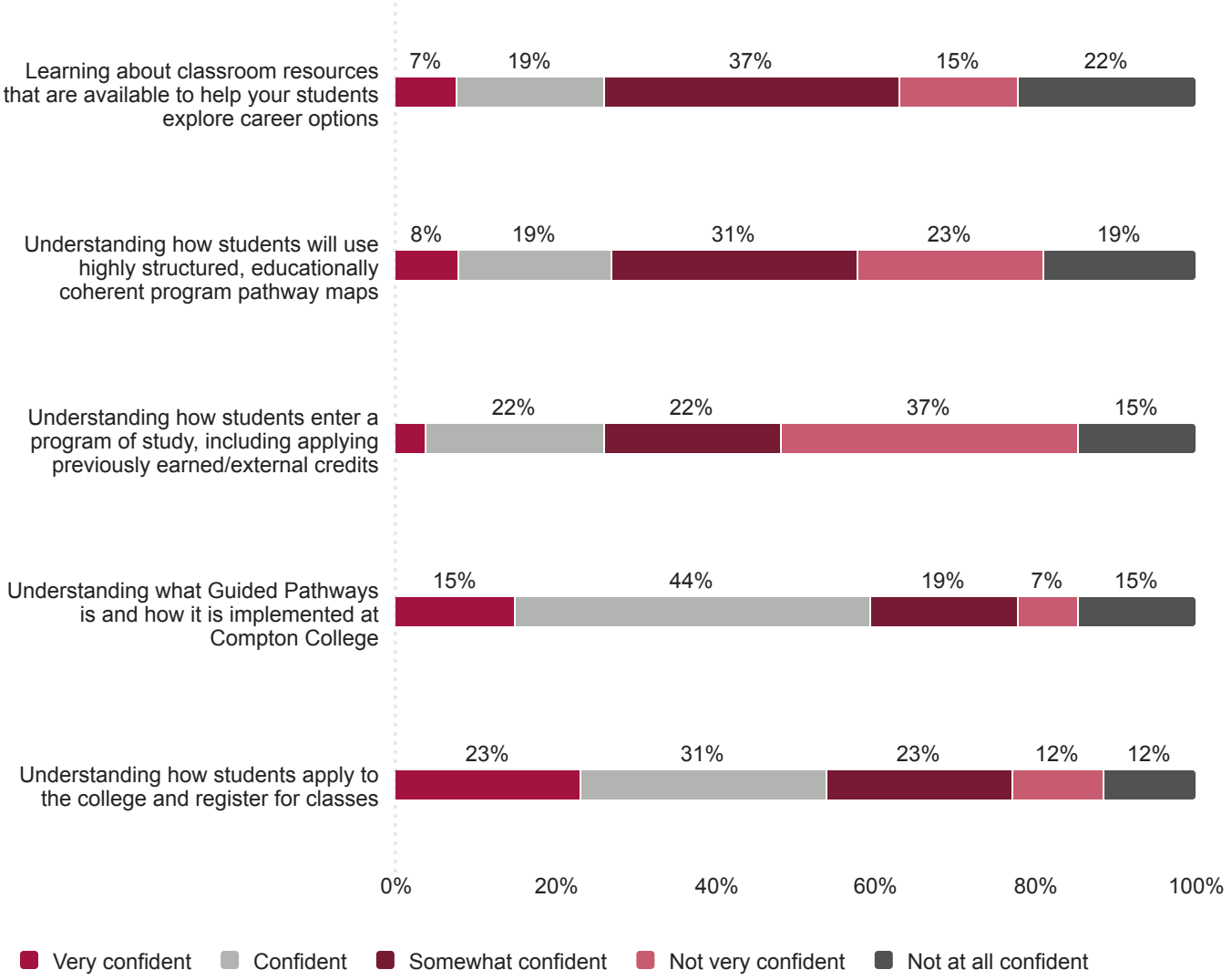
Interest Level

27 Responses



Confidence Level

27 Responses



Other Professional Development Topics (Guided Pathways)

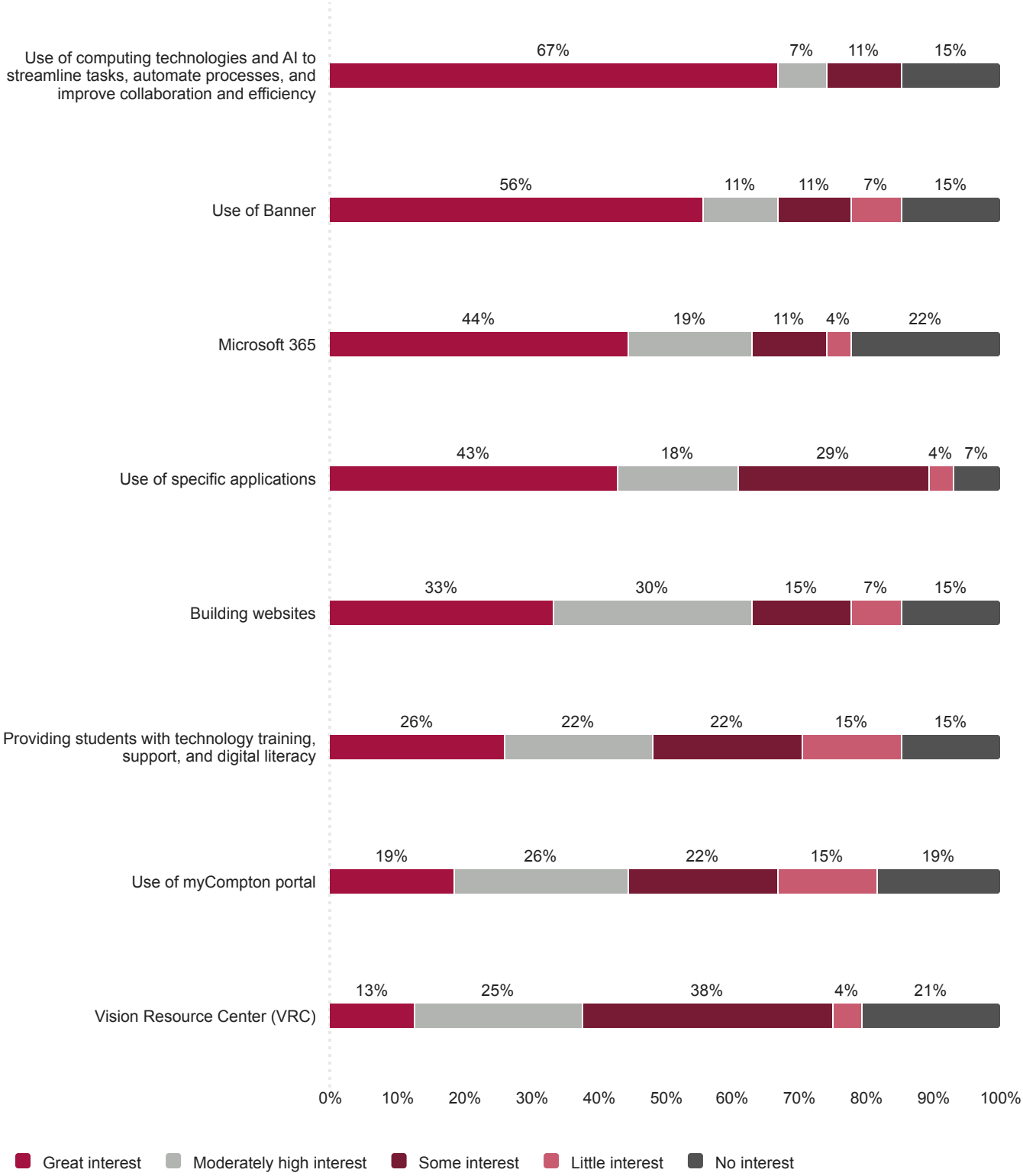
6 Responses

Apprenticeships- Is anything in the works?; Dual Enrollment - Does it work with Guided Pathways?
Budgeting
I think understanding how to find information about the Guided Pathways on our website and answering general questions about each GP through a visual presentation would be helpful
How to truly collaborate and not work in silos, while still fulfilling our various department/division needs. For example, how can there be more intentional and effective collaboration between Student Services and Student Affairs.
How to use AI to help me effectively do my job.
Ensuring that students are in the correct major, understanding the change of major process and how majors are removed.

Improving General Technology Use

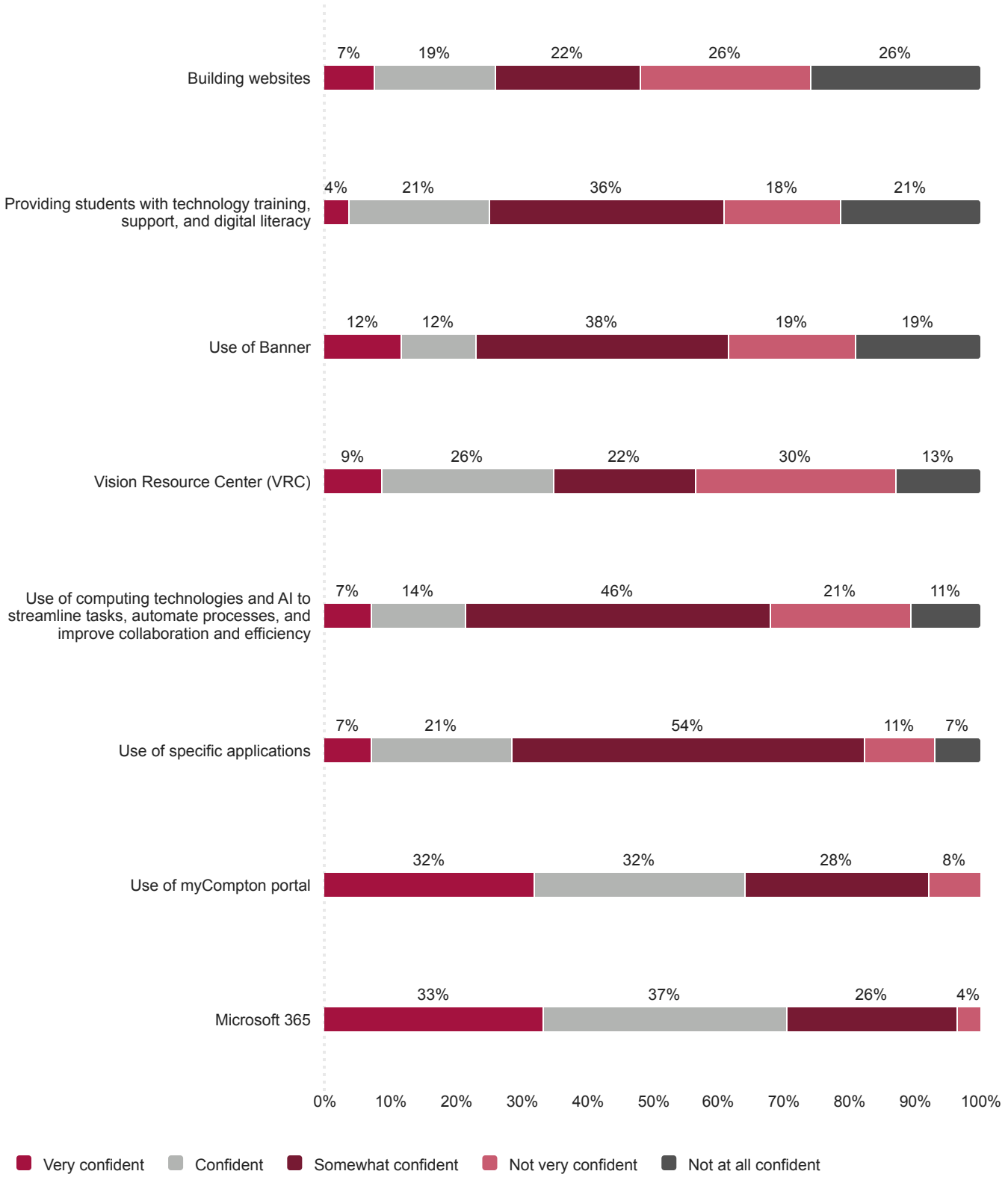
Interest Level

28 Responses



Confidence Level

28 Responses



Specific Applications to Improve Use

11 Responses

PowerPoint

Claude, Perplexity, Julius AI

Canva; OpenAI; SPSS

Copilot, ChatGPT, Adobe, Microsoft 365 (how to integrate AI)

Copilot, Qualtricts, Power Automate, CRM Recruit & Advise, Handshake, & Banner

excel, banner, best/fin

Qualtrics, Handshake

Microsoft Office (notes, bookings, outlook, excel), use of Banner, Zoom and CRM Advise

CRM Advise, Argos reports

Power Automate

Design software like Adobe softwares, Canva, Microsoft Excel, Website development

Other Professional Development Topics (Technology Use)

7 Responses

AI Technology

I want to improve my skills in Excel and PowerPoint.

Building websites, using Canva, and AI

communication for all administrators

How to use AI technology

Trainings on how to update a department website and refresher courses on this topic.

How can we leverage the existing techologies we have to streamline work. Give concrete examples of our every day use in our exisiting roles by department.

Artificial Intelligence (AI) Tools Used in Work

18 Responses

ChatGPT, Gemini, Microsoft Copilot, Claude, Perplexity, Julius AI

Grammarly

Ask Gemini

ChatGPT, Notebook LM, and PlayLab.

ChatGPT and Copilot.

Copilot

Copilot

copilot

ChatGPT, Claude AI, Gemini and Google NotebookLM

None, however when absolutely necessary I use Gemini to formulate professional information for grant purposes.

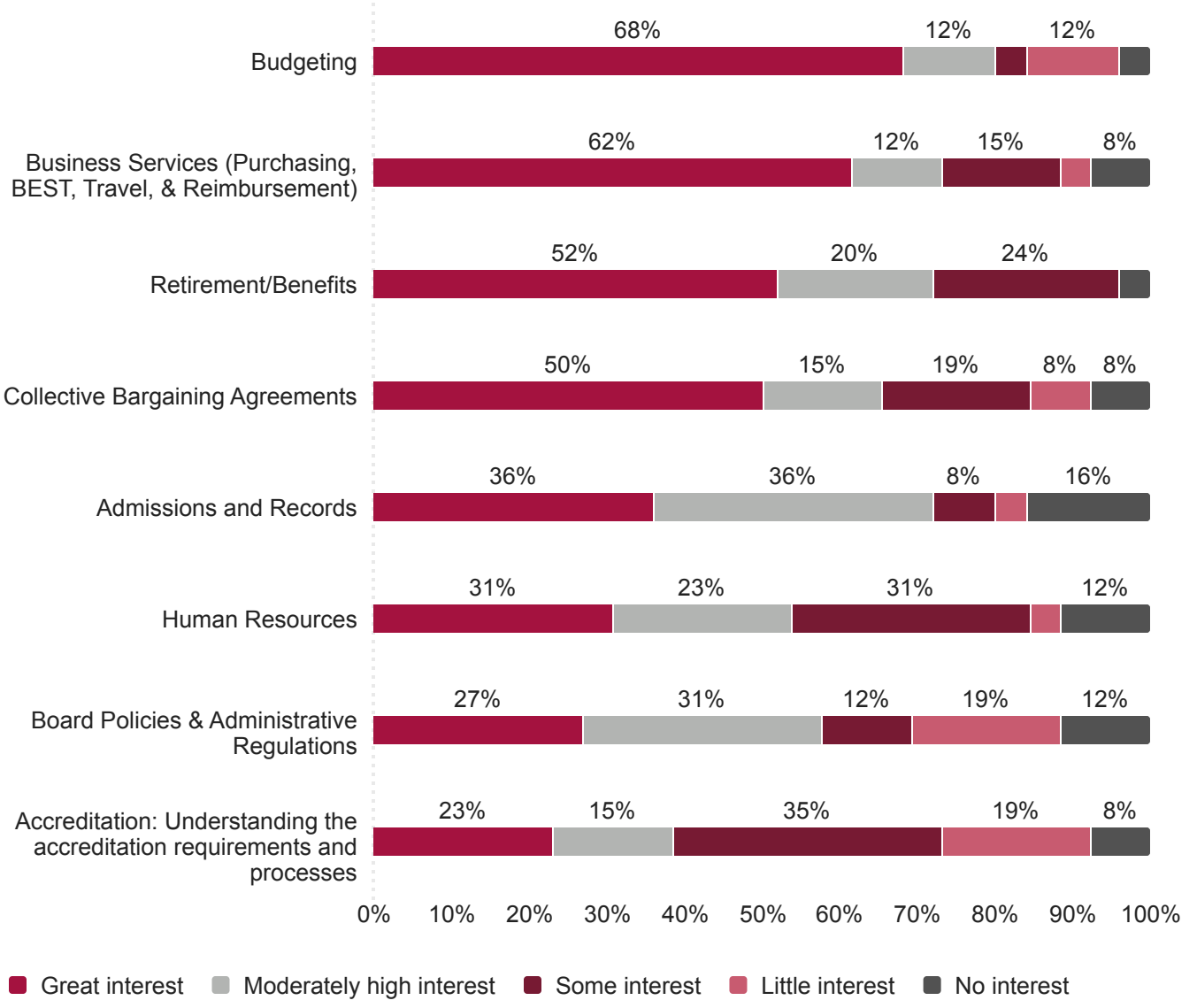
Grammarly

ChatGPT
Co-pilot
Chat GPT
ChatGPT, Playlab, Copilot, Gemini
chat
I do not like AI and try not to use it
Used chatgpt very little to help with professional writing.

College Policy and Procedures

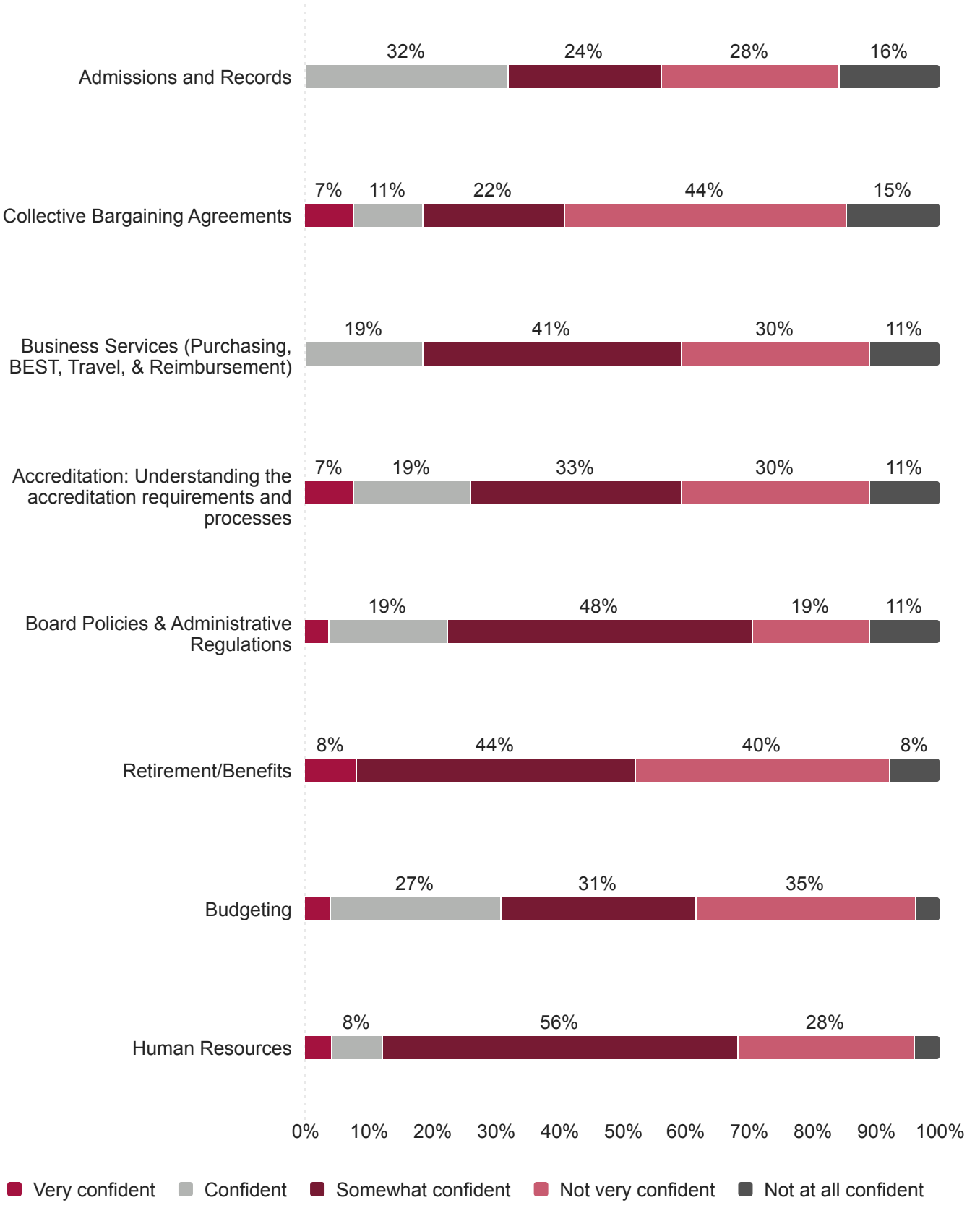
Interest Level

27 Responses



Confidence Level

27 Responses



Other Professional Development Topics (Policy & Procedures)

6 Responses

Obligations of Compton College on High School or remote sites. Emergency protocols (active shooter, shelter in place, medical emergency, earthquake). Student Housing policies. Organized disruption on campus protocols.

I would like the district to develop clear training modules for commonly used forms related to routine tasks, such as budget/expenditure transfers and travel requests, etc. Too often, employees are expected to figure these out on their own, rely on colleagues for guidance, or go through multiple revisions because instructions are unclear or not provided.

Each form should include straightforward, step-by-step guidance to ensure consistency and accuracy. When new forms are introduced, especially those that impact multiple departments, there should be in-person workshops or other structured training opportunities to support implementation.

Employees should not be expected to “figure it out” without proper guidance. Providing clear instructions and training upfront would improve efficiency, reduce errors, and create a more supportive and accountable work environment

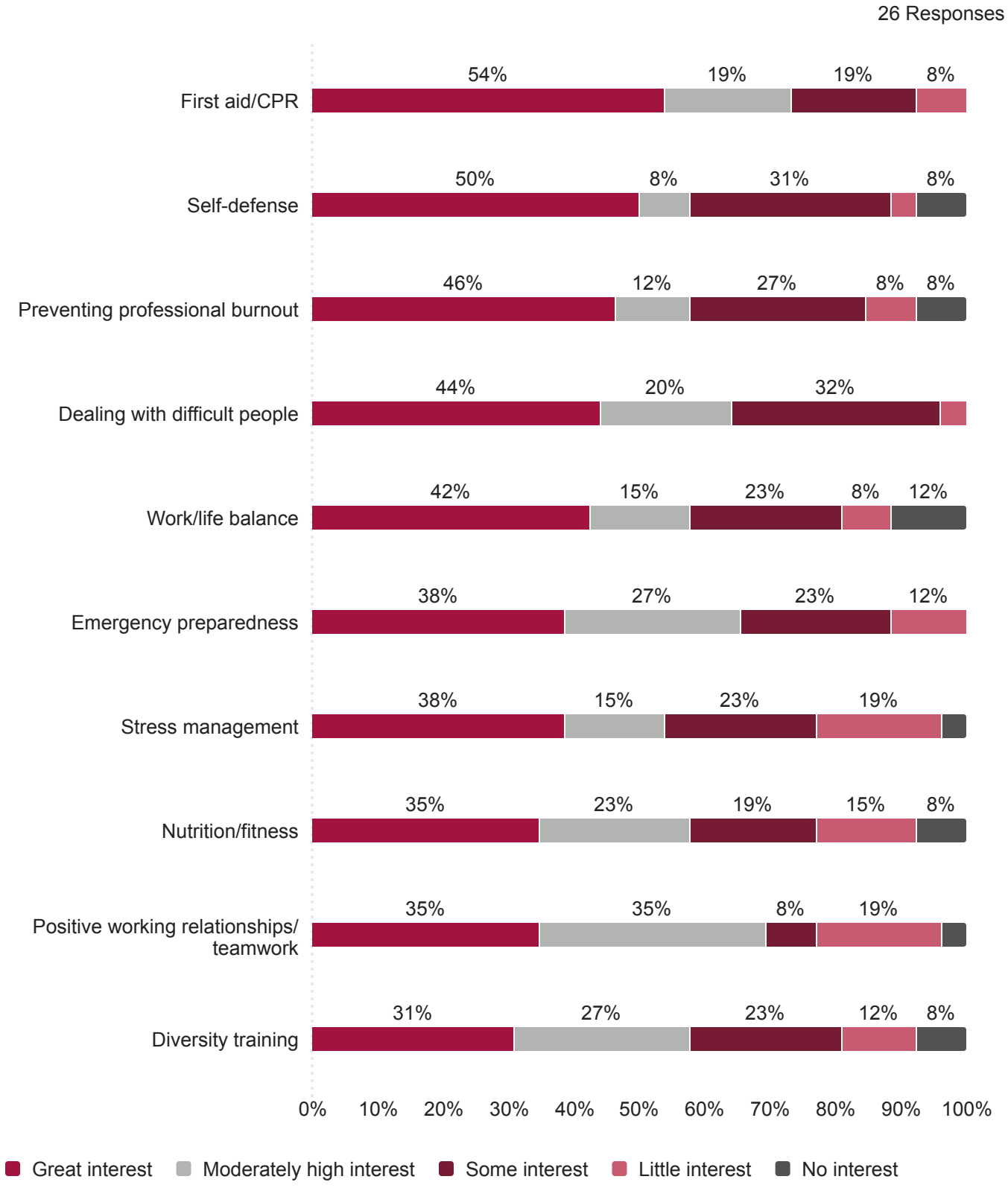
organization of documentation, board policies, and procedures

Budgeting and oversight of grants.

Academic Affairs and Curriculum Development

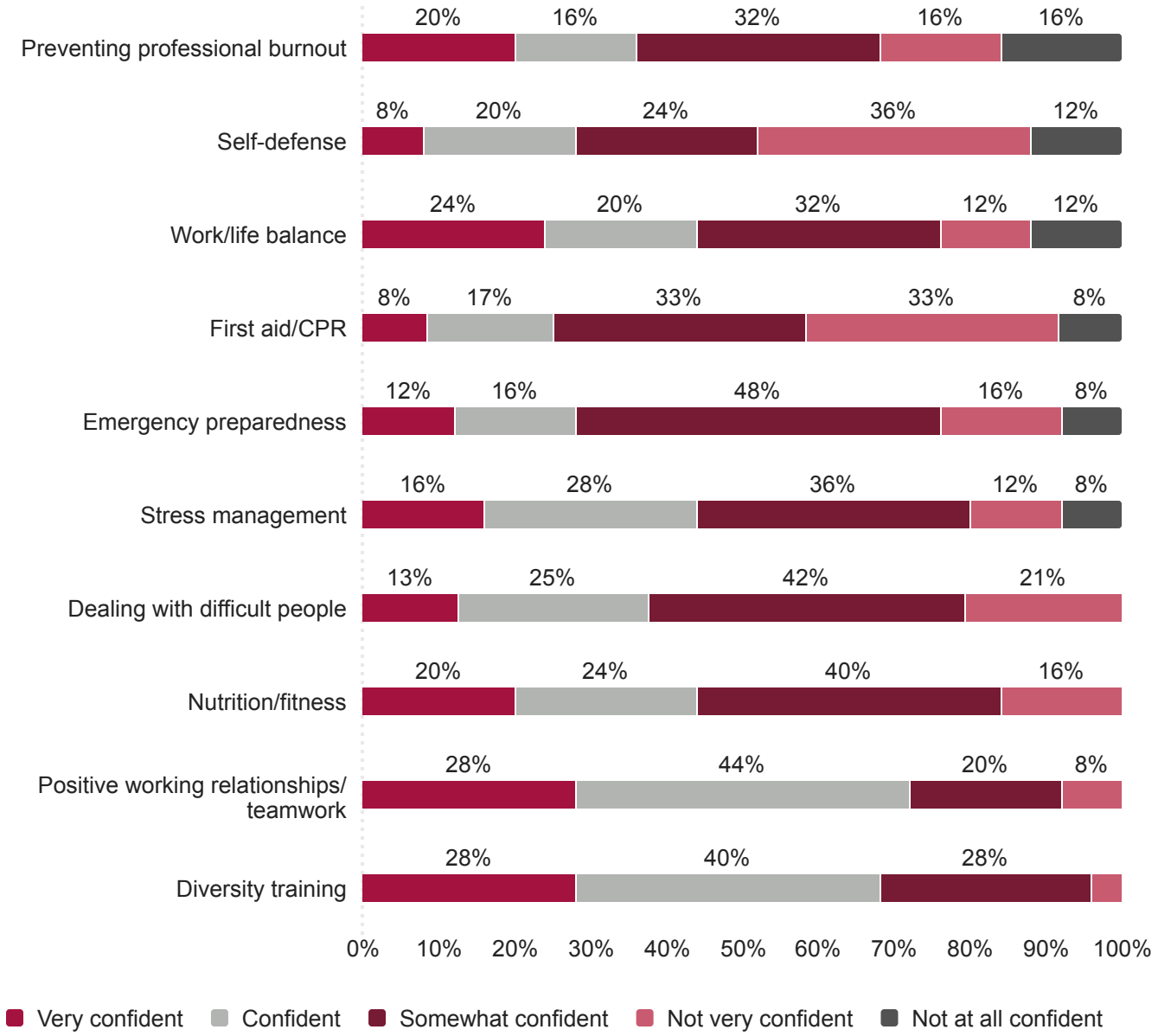
The Business office has been a mystery for the years I have worked here. What is expected changes without the people submitting knowing. There are often inconsistencies in policies and practices. I think training for everyone would be wonderful and the rules to following being the same for everyone would be very helpful.

Interest Level



Confidence Level

25 Responses



Other Professional Development Topics (Health & Wellness)

3 Responses

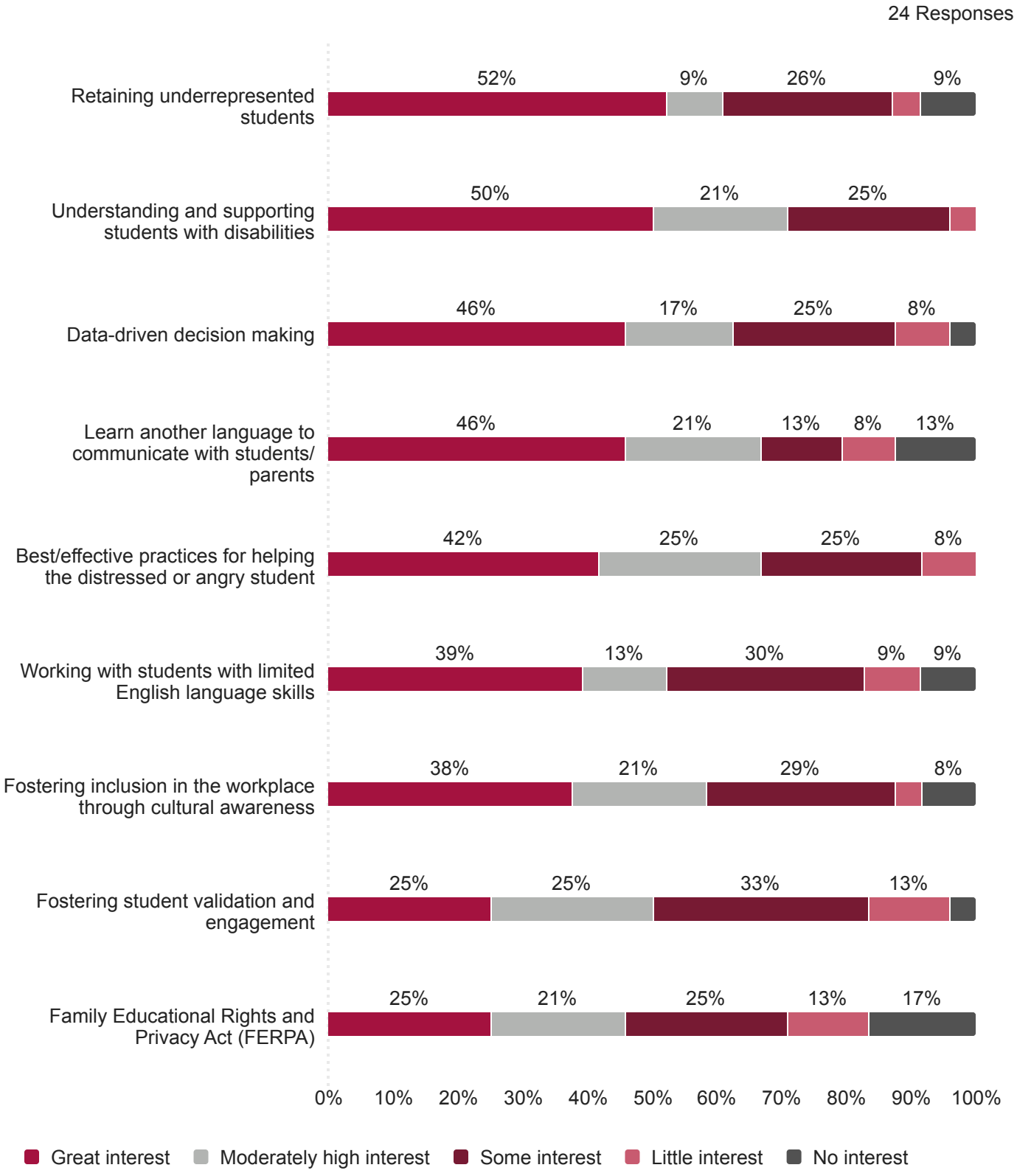
Using productivity tools. Tips for time/project management.

I think general topics involving active activities that support staff understand the importance of breath work, stretching and ergonomics would be helpful

We are overworked and don't get to benefit from wellness activities. We need to do walking challenges like they do at other schools. Have massage folks come in for 10-15 min chair massages once a week for people to sign up and pay for on their breaks for a reasonable price. Having a remote workday was essential for work/life balance and that is being removed.

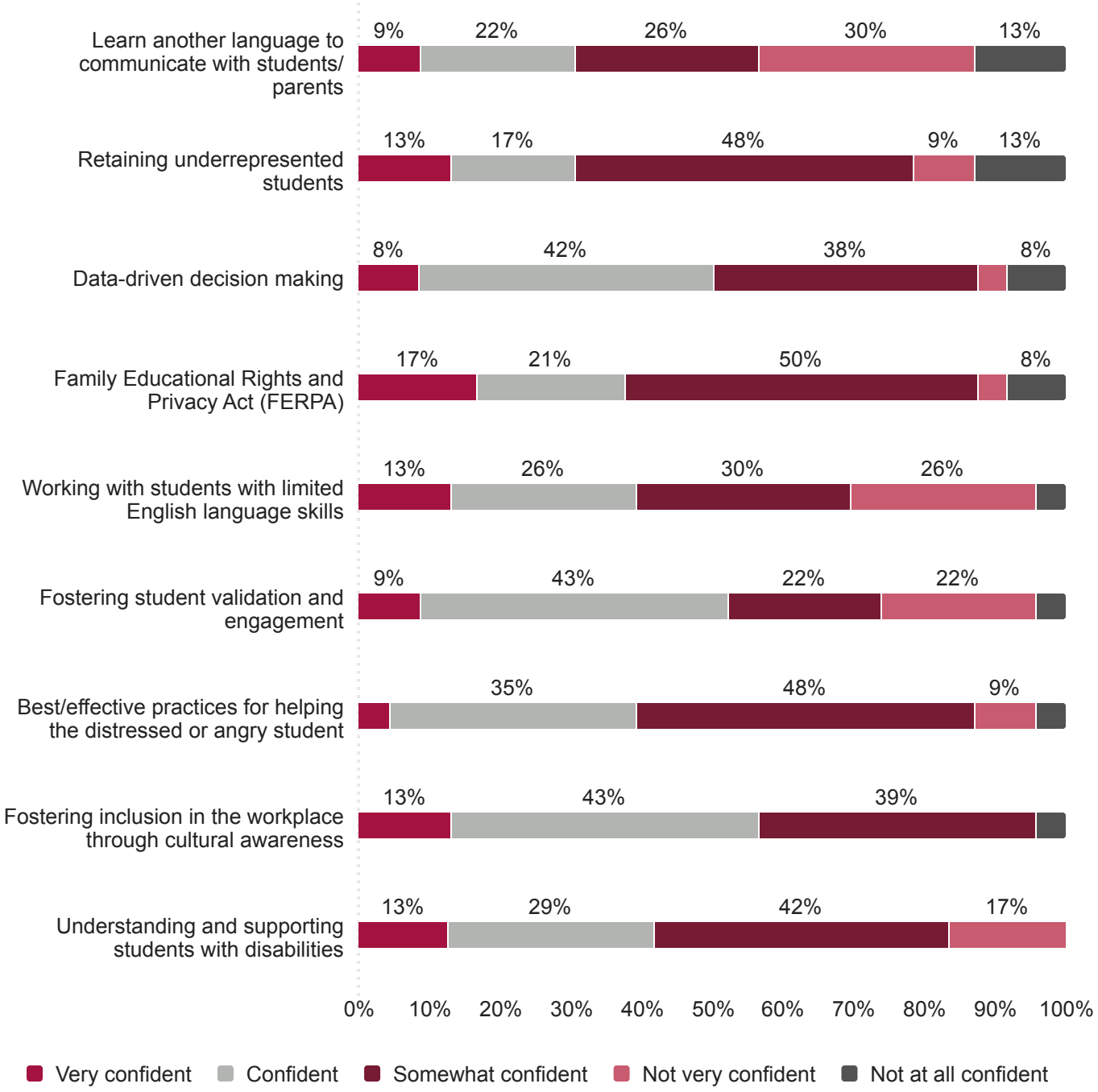
Work Enhancement

Interest Level



Confidence Level

24 Responses



Other Professional Development Topics (Work Enhancement)

2 Responses

Overview of technology and software available to boost productivity. How to use MS Office tools and Acrobat at an expert level.

I would like to learn tips on how to consistently work professionally with others, despite our differences.

Interest Level



Confidence Level

24 Responses



Other Professional Development Topics (Leadership Skills)

3 Responses

How to accelerate promotion/advancement/increase in pay. Overview of PERS and STRS, and how to maximimize benefits.

Note taking skills and tips on creating effective agendas to move forward goals and missions of teams

I think morale is very low on this campus and learning how we can improve it would be beneficial to everyone. Motivation doesn't come from feeling threatened with write ups. People work very hard with positive acknowledgement far and few in-between.

Support Needed for Interpersonal Communication and Conflict Resolution

11 Responses

I am not sure. This falls on professional development experts to determine.

None. What the college needs is to either hire people that know what they are doing and have experience working in what they are being hired for or train people, not by other employees, that are being hired with little to no experience.

identifying areas of improvement

Online certificate courses that could be completed during lunch break or after hours.

Dealing with especially entitled and difficult students

I'm not too familiar with too many. Perhaps best practices from other institutions and assistance from experts, like CFT or other similar entities.

Knowing the law or what we are geld accountable for

Professional development focused on communication and conflict resolution would be helpful, especially around handling difficult conversations, listening more effectively, and managing expectations when working with partners and different teams.

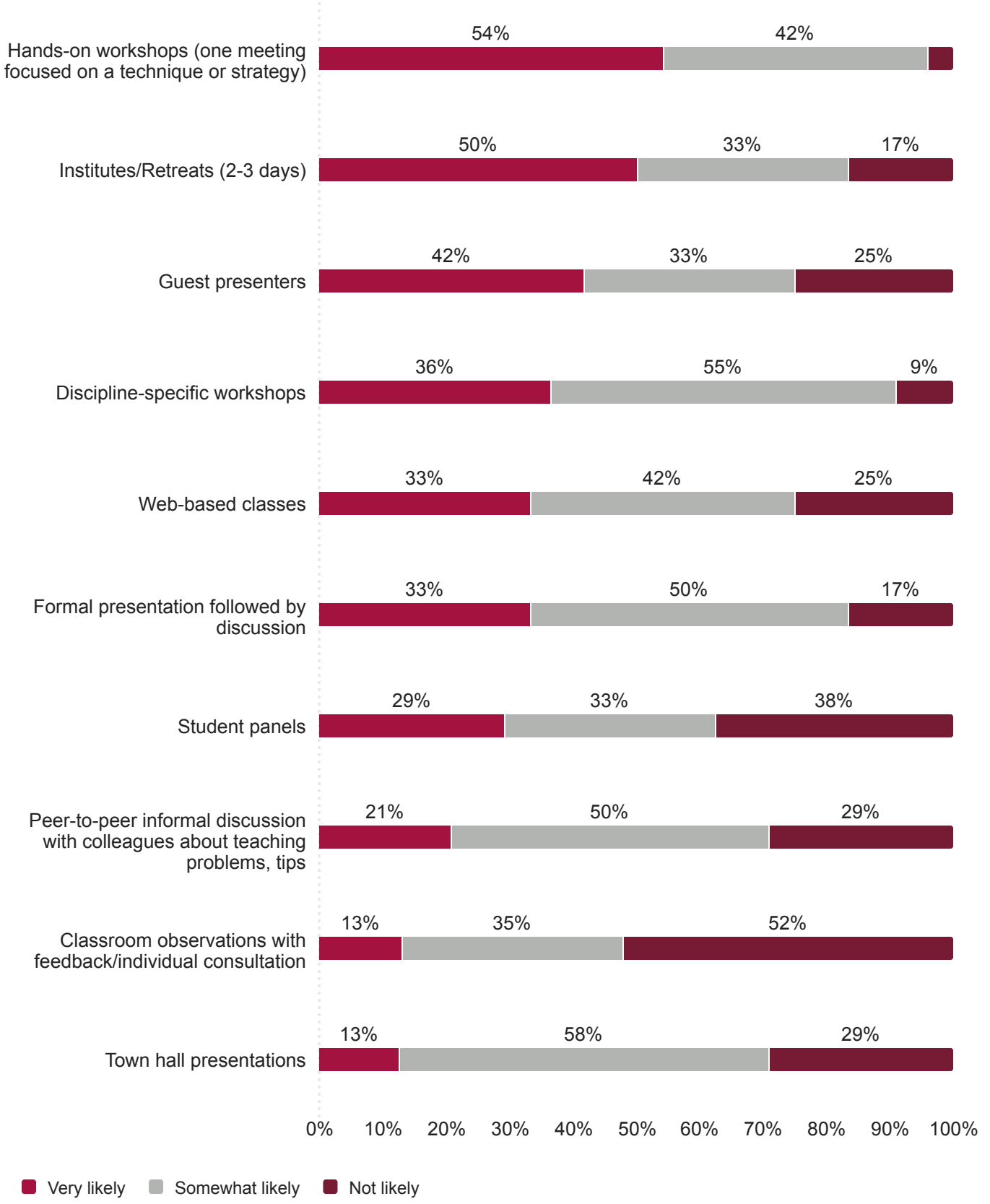
trauma based support

Increasing a culture of recognizing conflicts, responding to issues, resolving misunderstanding and reflecting on the process. This can be done through workshops, addressing concerns in a timely manner and supporting respectful communication at all staff meetings, big or small.

Active listening

Likelihood of Participating in Activities

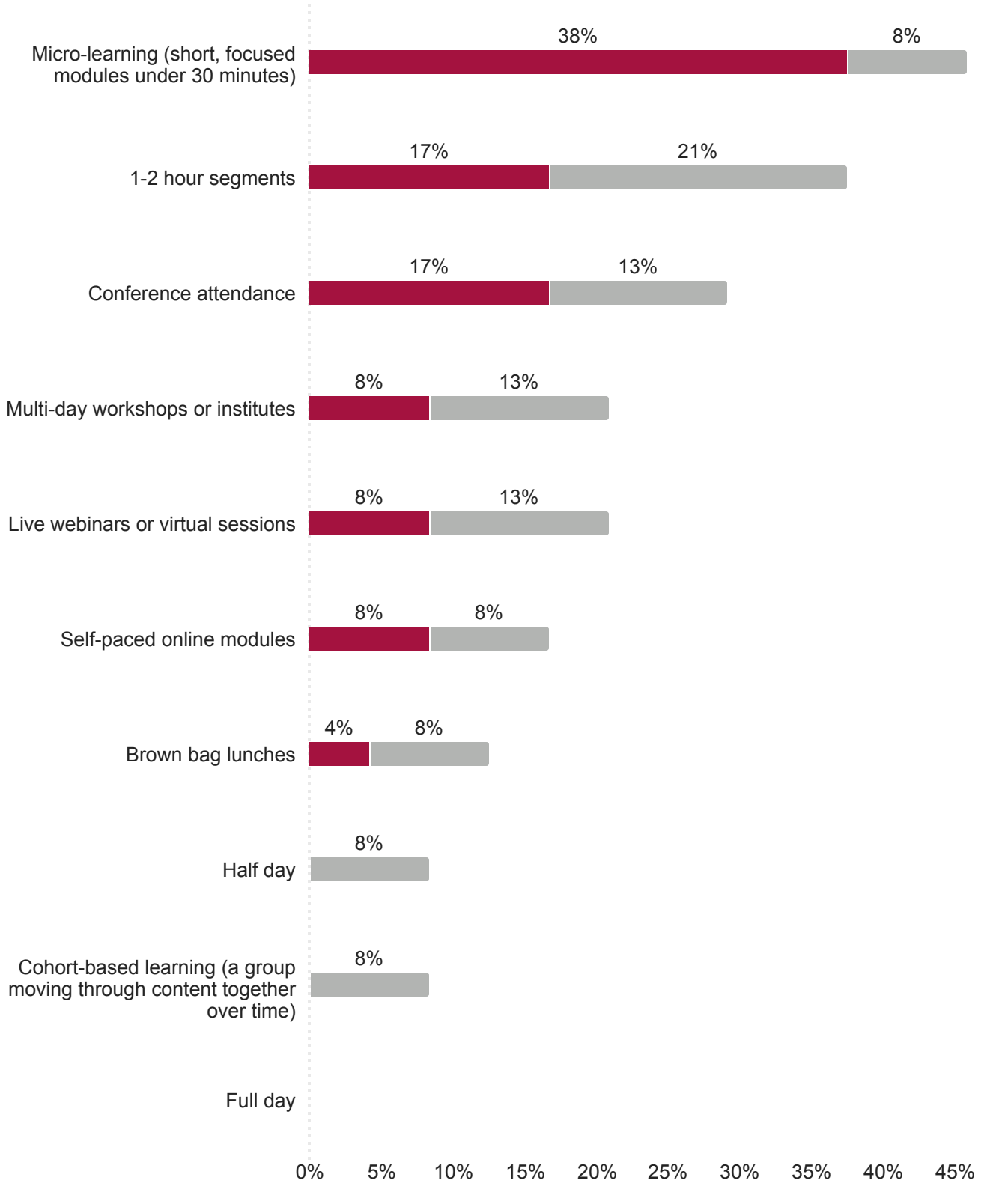
24 Responses



Preferred Training Types

*Burgundy shows the percent ranking that type as most preferred. Gray shows the percent ranked as second most preferred.

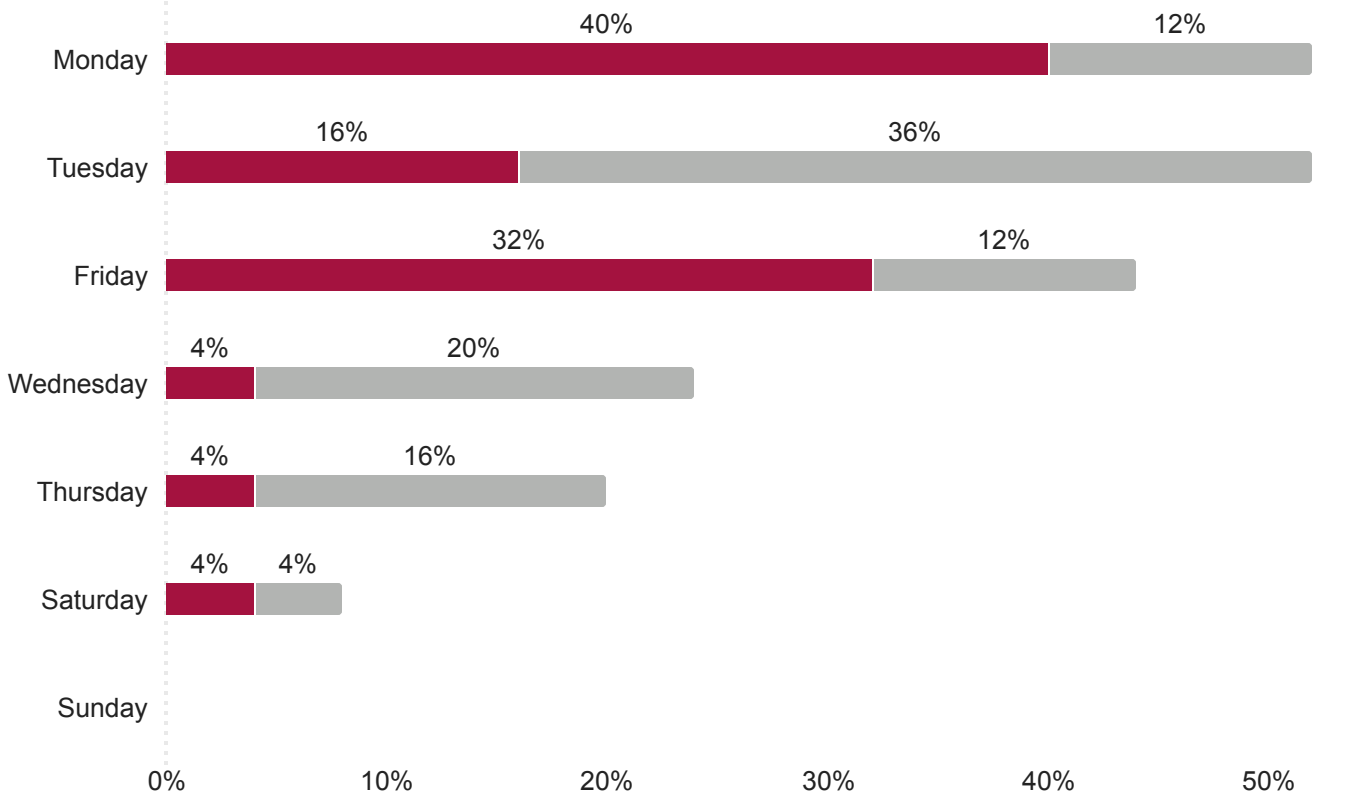
24 Responses



Preferred Training Days

*Burgundy shows the percent ranking that type as most preferred. Gray shows the percent ranked as second most preferred.

25 Responses



Additional Comments Related to Professional Development

5 Responses

It seems to often be the case that the ones who need the training are not the ones who attend. Also, I've observed folks sign in, then leave after a few minutes.

Yes. The district would benefit from developing clear, concise, and well-documented instructions and guidelines for the various procedures and forms used across departments. Too often, employees are left to navigate these processes without adequate guidance, which leads to confusion, repeated errors, and inefficiencies.

Consider offering recurring “Compton College skills” workshops (e.g., monthly check-ins) to reinforce understanding and provide ongoing support as processes evolve.

The work is already demanding, and the lack of clear procedural guidance adds unnecessary stress and avoidable delays

certifications or licenses offerings

I think considering time of year when students are not present on campus may be the best time for professional development in the middle of the week would be best.

Incorporating fun activities to build camaraderie and rapport with colleagues.