

June 2, 2008

## **STAFF DEVELOPMENT GRANT**

### **Normandale Community College**

Project: Professional Computer Training for Support Staff (AFSCME, MAPE, & MMA)

Description: Design computer training for three target groups

Project Leader: Gloma Hamernick, Assistant Director, Human Resources

#### **Project Re-cap:**

We conducted a survey in early January of the support staff to determine their interests and needs. Based on the results of the survey, we selected the following training:

Microsoft Office Word 2007 on January 28 and February 4, 2008, from 7:30 a.m. to 11:30 a.m. & noon to 4:00 p.m. We targeted the faculty secretaries, the dean's assistants, and high-end users in each department. We contracted with a Continuing Education instructor, Sherri Cady. The total cost of this was \$2,000, but we split the cost of this training with Academic Affairs. The training was well attended and employees asked for more training of this kind. I meet with most of the supervisors and vice presidents to enlist their support. **Cost: \$1,000**

We were unable to complete the grant deadline by May 15, 2008, for a variety of reasons. However we were finally able to arrange space and re-hire Sherry Cady to teach the following courses in June. Each session is five hours, and they are almost filled. All participants must register, get signed approval from their supervisors, and will receive certificates of completion.

Intro to Office 2007

Intro to Word 2007

Intermediate Word 2007

Excel Formulas for Beginners 2007

Introduction to Excel 2007

Intermediate Excel 2007

Introduction to Access 2007

Intermediate Access 2007

**Cost: \$4,000**

**Reflections:**

These same courses will be offered in July and expanded to include faculty. A college innovation grant will pay for these July courses, and our support staff will be able to attend these as well. It is clear that there is an on-going need for this type of in-house training, and we hope that the participation and enthusiasm that has been evident in this first endeavor will allow us to do continue this in the future. One of the major keys to the success of this ambition effort was the on-going communication with administration and the Continuing Education division who gave us tremendous support.

We were unsuccessful, however, in reaching the beginner users so we will need to find some more funding to move forward on this.

Gloma Hamernick

Assistant Human Resources Director