

Administration & Finance – 2020 Department Assessment Plan
January 26, 2021

EDD - Employee Development Day(s)

Learning and development conference dedicated to the professional development and personal growth of employees.

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Administration & Finance – 2020 Department Assessment Plan: Employee Development Day(s)

Purpose

1. *What were you hoping to understand or learn more about?*

2018

1. How can we increase participation and attendance?
2. What types of communication and marketing will increase awareness?
3. What is the ideal time of year to hold the event?

2019

1. What are the reason(s) employees do not attend the event?
2. Learning gain and overall satisfaction

2020

1. Quality of the sessions
2. How has the culmination of our efforts increased participation?
3. How has the event influenced the participant's knowledge, skills, and abilities?

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Methodology

2018

1. How was the assessment conducted?
 2. How many people/groups were targeted?
 3. Timeframe of the assessment?
1. Two-part Qualtrics survey in *SAAG and campus listservs
 2. All subscribers to the campus listservs
 3. (Two months)
9/19 – 11/19, 2018

2019

1. QR Code and Qualtrics survey to campus listserv and attendees?
2. Range: 200 – 2100 individuals
3. (One month)
6/20 – 7/20, 2019

2020

1. QR Code and Qualtrics survey to campus listservs and attendees
2. Range: 340 – 2100 individuals
3. (3 weeks)
6/18 - 7/2, 2020

*SAAG = SDC At-A-Glance

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Data	<u>2018</u>	<u>2019</u>	<u>2020</u>
1. <i>How many people / groups actually participated in the survey?</i>	<ul style="list-style-type: none">• N=63*• Response Rate: N/A	<ul style="list-style-type: none">• N=103• Response Rate: 37%	<ul style="list-style-type: none">• N=93 individuals• Response Rate: 27%

*More people responded to survey who did not attend EDD

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Findings: *What were the key findings of the assessment, from the data collected and analyzed?*

2018

Top Reasons for not attending

1. EDD conflicted with work commitments
2. Off campus due to personal time off or University business
3. Didn't know / not aware of EDD

2019

1. Participants appreciated the interactive conference booklet and tote bag
2. Participants valued the networking opportunities (Extended lunch hour at new Coyote Commons)
3. Participants would like more opportunities to engage via Zoom

2020

1. Participants want more variety and range of topics
2. Participants enjoyed virtual environment as it provided more opportunities to attend sessions (*location neutral*)
3. Participants enjoyed personalized Coyote Breaks

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Implication for Practice: What actions will the department put into place or further study based on the assessment results?

2018

1. Timing of event (not helpful)
2. Continue to market event through email, increase web presence and word-of-mouth

2019

1. Continue to incorporate a networking element for future conferences
2. Continue to offer Zoom option for remote participation

2020

1. Continue with “themes”
2. Invest in keynote speaker
3. Continue to increase the range of topics offered
4. Continue offering a virtual element for future conferences via Zoom

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Department Assessment Plan: Employee Development Day(s) At-A-Glance

3rd Annual EDD - 2018

- A. Two days (9/13 – 9/14)
- B. SB Campus
- C. Attendance: 329
- D. 16 sessions (≈ 23 learning hours)
- E. Featured: Wellness Walk (100+; attendance numbers not included in overall attendance)

4th Annual EDD - 2019

- A. One day (6/27)
- B. SB Campus
- C. Attendance: 278
- D. 18 sessions (≈ 18 hours)
- E. Attendance Rate: 97.5% (registered vs. attended)
- F. Featured: Conference-style, Guide, All-You-Care-To-Eat

5th Annual EDD - 2020

- A. Two days (6/18 – 6/19)
- B. Virtual
- C. Attendance: 348
- D. Sessions: 15 (≈ 14 hours)
- E. Attendance Rate: 84% (registered vs. attended)
- F. Featured: Theme, Demonstrable Leadership Support, Showcased Talent

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*Save-the-Date: last week of May, 2021
Call for proposals occurring now and through February 5th!*