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**HCTC SUPERVISOR TIDBITS SATISFACTION SURVEY  
RESULTS SUMMARY – SPRING 2011**

***June 22, 2011***

## **HCTC SUPERVISOR TIDBITS SATISFACTION SURVEY RESULTS SUMMARY – SPRING 2011**

During the 2010-2011 academic year, the Human Resources Director sent 38 HCTC supervisors a series of supervisor trainings via email. An 11-question survey was developed to assess the effectiveness of the training series. A copy of the survey instrument is attached to this report. The survey link was sent to the supervisors via email in May 2011.

A total of 10 of the 38 (or 26%) supervisors responded to the survey. Please see the attached Survey Results report for the specific totals and percentages. An attached Excel file contains the raw data. Please see the following suggestion for program improvement, summary statement, and summary table. The final page of this document provides the codebook for the raw data.

### SUMMARY STATEMENT

The participants who responded to the survey were satisfied with the supervisor training series. To effectively evaluate this supervisor training, it is recommended that more supervisors complete this assessment survey when it is administered. One option might be for supervisors to gather at the end of the academic year for an in-person workshop where the survey could be administered and where a structured discussion could take place.

### RELATIVE TO IMPROVEMENTS (see summary tab on raw data file)

Continue for next year

### TOP THREE TOPICS SUGGESTED FOR NEXT SERIES

Giving constructive feedback  
Legal responsibilities for supervisors  
Dealing with conflict

## HCTC SUPERVISOR TIDBITS SATISFACTION SURVEY RESULTS SUMMARY – SPRING 2011

### SUMMARY TABLE

Survey Item	SATISFIED		DISSATISFIED		Offered Opinion		No Opinion	
	Number	Percent	Number	Percent	Number	Percent Satisfied	Number	Percent
1. The information in Supervisor Tidbits was relevant to my job.	10	100%	0	0%	10	100%	0	0%
2. The content of Supervisor Tidbits was relevant to supervisor skill development.	10	100%	0	0%	10	100%	0	0%
3. The length of Supervisor Tidbits was adequate.	10	100%	0	0%	10	100%	0	0%
4. Receiving Supervisor Tidbits via email was an adequate distribution method.	10	100%	0	0%	10	100%	0	0%
5. The format of Supervisor Tidbits was presented in an organized manner.	10	100%	0	0%	10	100%	0	0%
6. I have applied the content contained in Supervisor Tidbits.	10	100%	0	0%	10	100%	0	0%
7. I was satisfied with the Supervisor Tidbits training series.	10	100%	0	0%	10	100%	0	0%
8. The presentations met my professional educational needs as a supervisor.	10	100%	0	0%	10	100%	0	0%
9. As a result of this training, I feel more confident in my capacity as a supervisor.	8	80%	0	0%	8	100%	2	20%
10. Questions were encouraged and answered promptly.	9	90%	0	0%	9	100%	1	10%

Legend:

*Satisfied = combined total and percentage for Strongly Agree and Agree*

*Dissatisfied = total and percentage for Disagree or Strongly Disagree*

## CODEBOOK FOR RAW DATA

Satisfaction Level: Strongly Agree=1; Agree=2; Disagree=3; Strongly Disagree=4; No Opinion=5

Topics: interviewing techniques=1; family medical leave=2; disciplinary processes=3; giving constructive feedback=4; legal responsibilities for supervisors=5; rewarding employees without money=6; managing different generations=7; planning for the future=8; flexible work arrangements=9; conducting evaluations=10; dealing with conflict=11; legal liabilities of supervisors=12; managing diversity in the workplace=13