



HOPKINS HOUSE

STAFF TRAINING & PROFESSIONAL DEVELOPMENT

As mandated by Virginia State regulations, Hopkins House policy #100.12 requires employees to complete at least 16 hours of professional development training annually.

DATE: September 2, 2016
LOCATION: Alfred Street Baptist Church
SESSION NO.: 4

STAFF SURVEY RESPONSE ANALYSIS SUMMARY

Of the 66 employees that attended this training, 31 (47%) responded to the confidential online survey conducted over the seven days following the training. The following is a summary of their responses:

OVERALL TRAINING

- 96% of respondents stated that, as a result of the training they received, they feel more knowledgeable and confident as a professional.
- 86% of respondents stated that the training they received will be useful in their development as professionals.
- 3.5 out of 4.0 stars were given as the rating of the overall training respondents received.

CHILD ABUSE & MANDATED REPORTER TRAINING

Training Summary: While Hopkins House and the government have rules that define child abuse, these rules are not exhaustive and sometimes open to nuance and interpretation. Professionals working with children are required by law to recognize and report cases of suspected or actual child abuse. Through the use of case studies and scenarios, this training will help clarify the definition of child abuse, when, how and to whom cases should be reported, and the legal sanctions for abusing children or failing to report abuse.

Track: Educator

Facilitator: Jacqueline Walker

Survey Response Analysis:

- 90% of respondents stated that they found the training useful in their career development.
- 86% of respondents found the handouts useful.
- 71% of respondents found the trainer engaging.
- 81% of respondents found the 1.5 hours allotted for the training was adequate or too short.

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- 95% of respondents stated that this training made it easier for them to identify obvious and less obvious child abuse.
- 81% of respondents stated that this training improved their knowledge about their responsibilities as Mandated Reporters.
- 81% of respondents stated that this training provided them with information about child abuse they did not previously know.
- 81% of respondents stated that this training provided them with information about mandated reporting they did not previously know.
- 3.4 out of 4.0 stars were given as the rating by respondents of this training session.

CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS) TRAINING

Training Summary: The Classroom Assessment Scoring System (CLASS) is a tool used by educators at the Hopkins House preschool academy to help provide engaging interactions and environments to support the learning and development of our young scholars. This training will provide a description of how the CLASS relates to school readiness, directions on how to properly use the tool to collect and apply data, and case studies that show how programs have used the CLASS for support and improvement.

Track: Educator

Facilitator: Andrea Sobel

Survey Response Analysis:

- 85% of respondents stated that they found this training useful in their career development.
- 85% of respondents found the handouts useful.
- 60% of respondents found the trainer engaging.
- 65% of respondents found the 3.0 hours allotted for this training was adequate or too short.
- 90% of respondents stated that they learned something from this training that will be useful in their work at Hopkins House.
- 90% of respondents stated that they felt this training will make them more effective educators.
- 3.3 out of 4.0 stars were given as the rating by respondents of this training session.

INSTITUTIONAL FORMS & PROCESSES

Training Summary: In its routine operation, Hopkins House relies on many forms, ranging from daily attendance sheets and meal counts to employee timesheets and leave requests. Some of these forms are mandated by government while others are mandated by institutional policy and practice. This training will identify what forms are to be used and why they are necessary, and

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help managers to determine how to use them properly, who should use them, when they should be used and, how and where they should be filed and maintained.

Track: Manager

Facilitator: Alvin T. Butler, Jr.

Survey Response Analysis:

- 75% of respondents stated that they found this training useful in their career development.
- 75% of respondents found the handouts useful.
- 87% of respondents found the trainer engaging.
- 87% of respondents found the 1.5 hours allotted for this training was adequate or too short.
- 75% of respondents stated that they learned something from this training that they did not previously know.
- 100% of respondents stated that this training will be useful in their work at Hopkins House.
- 100% of respondents stated that this training will make them more effective managers.
- 3.5 out of 4.0 stars were given as the rating by respondents of this training session.

MANAGEMENT DEVELOPMENT

Training Summary: Hopkins House managers are expected to have a wide range of knowledge and skills related to organizational functions, including hiring and coaching employees, communications, performance evaluations and feedback, managing and resolving conflict, decision-making and delegation, and resource- and time-management, among others. This training will help new managers gain this knowledge and help seasoned managers hone their existing skills.

Track: Manager

Facilitator: Wayne Wright

Survey Response Analysis:

- 100% of respondents stated that they found this training useful in their career development.
- 100% of respondents found the handouts useful.
- 100% of respondents found the trainer engaging.
- 87% of respondents found the 3.0 hours allotted for this training was adequate or too short.

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100% of respondents stated that they learned new information about time-management, delegation, priority setting, organizing meetings, and other management tools from this training that they did not previously know.

100% of respondents stated that this training will be useful in their work at Hopkins House.

100% of respondents stated that this training will make them more effective managers.

4.0 out of 4.0 stars were given as the rating by respondents of this training session.