This final report begins with a three-page narrative of a statewide needs assessment of vocational, technical, and adult education (VTAE) instructors and administrators on technical staff training needs in Wisconsin. Statewide composite results for areas of need are presented for eight survey questionnaires sent to staff in these areas: management (373 respondents); instructional (769); agriculture (73); business education (207); marketing and distributive education (47); health occupations (211); home economics (63); and trade and industry (323). The majority of the document consists of appendixes containing the pilot test critique form; questionnaires; and district data tables, categorized by management staff and instructional staff. Data tables for management staff illustrate major staff development needs in these topical areas: trends and forecasting, delivery systems, needs assessment, curriculum and evaluation, and management. Data tables for instructional staff illustrate major staff development needs in these topical areas: business and industry, curriculum, equipment, public relations, student needs, instruction, and other. (YLB)
FINAL REPORT

Research Project Conducted
for
Wisconsin Board of Vocational, Technical and Adult Education
Dr. Robert Sorensen, State Director

Center for Vocational, Technical and Adult Education
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Menomonie, WI 54751

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Assistant Researcher

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Statewide VTAE Staff Training
Needs Assessment
August 31, 1987

BEST COPY AVAILABLE
The material herein was developed pursuant to Grant Numbers 30-701-150-307 and 30-701-150-308 with the State Board of Vocational, Technical and Adult Education, partially reimbursed from the allocation of Federal funds from the Department of Education. Contractors undertaking such projects under government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Department of Education position or policy. UW-Stout does not discriminate on the basis of race, sex, age, religion, handicap or national origin.
Statewide VTAE Staff Training Needs Assessment

Final Report

Introduction

The VTAE Administrators of Instructional Services Committee recommended in October, 1986 that a systematic statewide needs assessment process was needed to gather information from instructors and administrators on technical staff training needs. Upon the recommendation of the in-service sub-committee, the University of Wisconsin-Stout, Center for Vocational, Technical and Adult Education (CVTAE) submitted a proposal to Jim Urness, WBVTAE, to do a statewide needs assessment of VTAE staff. This is the first time a comprehensive needs assessment has been done. The project was approved and began February, 1987.

The core of the needs analysis was a set of eight questionnaires. These were developed by CVTAE Center staff with input from several VTAE district personnel. The following questionnaires were developed:

<table>
<thead>
<tr>
<th>Survey Number</th>
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<tr>
<td>7286</td>
<td>Management</td>
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<td>7287</td>
<td>Instructional Staff</td>
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<td>7288</td>
<td>Agriculture</td>
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<td>Business Education</td>
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<td>Marketing and Distributive Education</td>
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<td>Health Occupations</td>
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<td>Home Economics</td>
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<td>7293</td>
<td>Trade and Industry</td>
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The purpose of the questionnaires was to identify technical updating needs of VTAE management and staff. Specific areas of need were identified and grouped by area. For example, major areas of need, or topics on the management questionnaire (#7286) were Computer Applications, Trends and Forecasting, Delivery Systems, Needs Assessment, Curriculum and Evaluation and Management. Specific items of need were developed for each of the areas listed above. This same format was followed for each survey.

The questionnaires were piloted in two VTAE districts; Southwest and District One during February and March, 1987. Staff were asked to critique the questionnaires making suggestions for additions, deletions, or changes in format (See Appendix A). In addition to the pilot sites review, individuals with expertise in the survey areas were contacted for their input. This process was most helpful in building relevant items to assess the needs that staff have and provide the base with which to build a technical updating plan.

Following the pilot, the questionnaires were revised (See Appendix B). They were then distributed to each VTAE district on April 10, 1987. The districts duplicated the number of copies needed of each survey. The surveys were then returned to UW-Stout CVTAE for processing in early May. Fourteen of the sixteen VTAE districts responded.
Initial results were shared at the Summer Conference of VTAE Administrators for Instructional Services held in Stevens Point, July 26-28, 1987. Dr. Howard Lee, Co-Director CVTAE, met with each district’s staff, explaining their district’s data and assisting in data interpretation. Tables were developed identifying the major needs for the 7286 Management and 7287 Instructional Staff Surveys for each district (See Appendix C). Composite data tables were developed and shared for each of the eight surveys (See Appendix D). Composite results were also shared with Bob Karrow, UW-Stout Continuing Education and the Industrial/Marketing Department Staff.

Statewide Composite Results

Survey 7286 - Management Staff (N=373): The strongest needs were reported in the trends and forecasting area, with the mean (X) of 4.31 on a 5 point scale for forecasting needs of business and industry. "Future trends and developments in vocational education" (X of 4.11) and "Identify current and future projections of educational needs of older adults and other special populations" (X of 4.17) were also indicated as priority areas.

Survey 7287 - Instructional Staff (N=769): The following major needs were reported in the area of Public Relations. "Recruiting and retention of students" was rank #1 with a X of 4.18. "Marketing of post high school education" was 2nd with a X of 4.08, indicating this was viewed as quite important by respondents.

Survey 7288 - Agriculture Staff (N=73): Nine items with a X of 4.0 or greater was rated. The three items with top ranking include "Financial management (farm)" (X of 4.61), "Business records analysis" (X of 4.50) and "Using the computer in farm management" (X of 4.42).

Survey 7289 - Business Education Staff (N=207): Staff indicated their needs were "Articulation with business and industry" (X of 4.21), "Presentations from business and industry" (X of 4.05) and "Microcomputers and the office - the effect on entry level skills" (X of 4.01).

Survey 7290 - Marketing and Distributive Education Staff (N=47): Results show that staff prioritized their #1 need to be "New trends in marketing education (business/corporations visits to discuss trends)" (X of 4.13) and "Visiting business/industry personnel hiring graduates" (X of 4.11).

Survey 7291 - Health Occupations Staff (N=211): Major needs indicated more "Evaluation techniques (clinical and classroom)" (X of 4.08) and "Exposure to new equipment and technology" (X of 4.04).

Survey 7292 - Home Economics Staff (N=63): More needs were rated by the Home Economics Staff than any other group. "Identifying changing client needs" (X of 4.78), "Developments in business and industry" (X of 4.57), "Working with new technologies and products in the cosmetology industry" (X of 4.56), "Assisting children in building positive self esteem (X of 4.53) and "New and emerging careers within the an occupational area" (X of 4.22) were among the top. There were 27 items with a mean of 4.0 or greater.

Survey 7293 - Trade and Industry Staff (N=323): Staff reported major topics of need to be "Maintain contact with employers" (X of 4.25) and "Job opportunities related to my program" (X of 4.21).
In three areas, health occupations, home economics and trade and industry, the data was sorted by area taught. This was done because these vocational disciplines have multiple distinct areas within the discipline and the staff would have different areas of need. For example, within the home economics discipline, a food service instructor would have some different needs than a child care instructor. This sorting of the data allowed us to get a more accurate picture of the technical updating needs within these three areas.

Generally, staff surveyed wanted the courses/workshops delivered in their own school. Regional workshops ranked second.

A complete set of data was given to Jim Urness (WBVTAE). Each district was given a set of their district's data. CVTAE, UW-Stout, has a copy of the statewide composite data.

Recommendation:

Now that the needs are known, proposals need to be developed and funded to address the technical training needs on a local, regional and state level. Proposals may take the form of:

1. Specific course/offerings at the local or regional basis to address a specific technical need. The course/offerings may be offered for credit/non-credit through a university/technical college.

2. Specific proposals to address the need of VTAE's to keep abreast of current trends in business/industry. This could take the form of a regional conference to address trends by business/industry and VTAEs.

3. Specific proposals to facilitate systematic sharing of curriculum/innovation/procedures among VTAE's and other similar institutions nationally.

4. Proposals to address specific instructional/administrative professional needs of VTAE staff.

5. Proposals to follow up VTAE's to determine the utilization of the needs assessment.

6. Proposal to address the refinement of all the instruments to permit more accurate data collection.

7. An overall proposal to fund a part-time position to coordinate technical training needs/workshops on a regional/state basis.
Appendix A
Pilot Test Critique Form
Title of Survey Reviewed: VTAE Instructional Technical Update Needs Assessment (7250.A)

VTAE STAFF TRAINING NEEDS ASSESSMENT
- PILOT FOR THE QUESTIONNAIRE -

UW-Stout is currently developing a systematic statewide needs assessment which would gather in-service and technical training data from vocational instructors and administrators. Your VTAE district has been selected as a pilot site to review the surveys. There are surveys for instructors in each vocational area, an instructional professional development survey and a survey for management.

Please review the attached survey, making any suggested changes directly on the survey. Also, rate the survey using the chart below. Place a check (✓) in the appropriate column.

DO NOT COMPLETE THE SURVEY AT THIS TIME.

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<td>2. Scope and content of items.</td>
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<td>4. Response format</td>
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Comments/Suggestions:

Thank you for your input. The questionnaires will be revised based on staff input. They will then be sent to all VTAE districts for distribution to staff. Data will then be tabulated and analyzed for each district, and a statewide composite developed for needs analysis of VTAE instructional and administrative staff technical update training.

Please return by Thursday, March 12, 1987, to campus contact:

Southwest Technical Institute  Jim Olds
District One-Eau Claire        William Boyle

They will forward to Stout. Thank you.
Appendix B
Questionnaires
May 5, 1987

(Sent to Instructional Services Staff)

During the last two years the Stout Advisory Committee and the Instructional Services Administrators have discussed the importance of a needs assessment for VTAE staff development and technical updating. With continuing technological changes, it is important to assist VTAE staff in keeping up-to-date. In order to do this, the VTAE system funded this project to identify statewide priorities for staff development activities and projects. In addition, the survey data can be used by districts to identify their unique staff development needs.

Enclosed are copies of the VTAE Technical Training Needs Assessment questionnaires. The project is designed to gather and report training needs of VTAE program staff. There are eight questionnaires which need to be copied on colored paper, if possible, and then distributed to the appropriate full-time program staff.

1. Management Professional Development: (run on GOLDENROD) (7286)
   Distribute to all management personnel.

2. Instructional Professional Development: (run on GREEN) (7287)
   Distribute to a sample of staff – 50 percent from each vocational area and 100 percent of general education staff.

   o The following vocational area questionnaire distributed to all staff in the area:

3. Agriculture (run on SALMON) (7288)
4. Business Education (run on TAN) (7289)
5. Health Occupations (run on YELLOW) (7290)
6. Home Economics (run on BLUE) (7291)
7. Marketing (run on PINK) (7292)
8. Trade and Industry (run on WHITE) (7293)
May 5, 1987

Attached is a guide for administering the surveys to help increase the reliability of responses. Please return all questionnaires as soon as possible.

If you have any questions, please feel free to contact any of us.

Thank you for your cooperation in this important project.

Sincerely yours,

Orville Nelson  Howard Lee  Sue Foxwell
Co-Director  Co-Director  Associate Researcher
Center for Vocational,  (715)232-2343  (715)232-1885
Technical & Adult Ed.
218 Applied Arts Bldg.
UW-Stout
Menomonie, WI  54751
(715)232-1382

Enclosures
Please list your district: ________________________________

1. Your position is:
   ___ (1) Assistant Director Instructional Services
   ___ (2) Division Chair
   ___ (3) Coordinator, Supervisor, or Department Head
   ___ (4) Other Management Position

Please list ________________________________

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

Key: 1 = Not Important  
      2 = Somewhat Important  
      3 = Important  
      4 = Quite Important  
      5 = Very Important  
      NA = Not Applicable

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<td>3. Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3)</td>
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<td>4. Evaluating and purchasing software</td>
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<td>5. Cataloging micro-computer software (public and library use)</td>
<td>1 2 3 4 5 NA</td>
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<td>8. Computerized records management</td>
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<td>9. Electronic mail procedures</td>
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<td>10. On-line registration procedures</td>
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### TRENDS AND FORECASTING

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<td>11. Future trends and developments in vocational education</td>
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<td>12. Forecasting needs of business and industry</td>
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<td>13. Identify current and future projections of educational needs of older adults and other special populations</td>
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<td>14. Alternative instructional methods and delivery systems</td>
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<td>15. Delivering programs by educational television/telecommunications systems</td>
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<td>16. Preparing disadvantaged students to enter occupational programs</td>
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<td>17. New technologies and their implications for adult education</td>
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<td>19. Designing needs assessment instruments</td>
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<td>20. Identification of competencies using DACUM</td>
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<td>21. Task analysis techniques</td>
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<td>22. Needs assessment for emerging occupational areas</td>
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<td>23. Economic indicators and research - how to interpret and use</td>
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**CURRICULUM AND EVALUATION**

<p>| 24. Competency based education/its effect on advanced placement and career ladders | 1 | 2 | 3 | 4 | 5 | NA |
| 25. Effective research techniques for curriculum development | 1 | 2 | 3 | 4 | 5 | NA |
| 26. Developing effective evaluation instruments | 1 | 2 | 3 | 4 | 5 | NA |
| 27. Evaluation of instructional staff | 1 | 2 | 3 | 4 | 5 | NA |
| 28. Evaluating curriculum; including how to design and evaluate new curriculum | 1 | 2 | 3 | 4 | 5 | NA |
| 29. Evaluating instruction in the classroom and/or in the clinical setting | 1 | 2 | 3 | 4 | 5 | NA |
| 30. Measuring impact on the community of adult and continuing education | 1 | 2 | 3 | 4 | 5 | NA |
| 31. Alternatives to purchasing expensive equipment | 1 | 2 | 3 | 4 | 5 | NA |
| 32. Facilities management practices | 1 | 2 | 3 | 4 | 5 | NA |
| 33. Preparing quality media | 1 | 2 | 3 | 4 | 5 | NA |
| 34. Learning media production techniques (i.e., making a video tape) | 1 | 2 | 3 | 4 | 5 | NA |
| 35. Developing internship/cooperative education programs and procedures | 1 | 2 | 3 | 4 | 5 | NA |
| 36. Recognizing and managing sex, race, and handicapped equity issues within the VTAE system | 1 | 2 | 3 | 4 | 5 | NA |</p>
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<th>TOPICS/AREA OF NEED</th>
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<td>37. Alternative learning styles (right-left brain, adults, etc.)</td>
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<td>38. Principles of learning</td>
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**MANAGEMENT**

| 44. Techniques for participatory management | 1 | 2 | 3 | 4 | 5 | NA |
| 45. Quality circles | 1 | 2 | 3 | 4 | 5 | NA |
| 46. Stress management | 1 | 2 | 3 | 4 | 5 | NA |
| 47. Time management | 1 | 2 | 3 | 4 | 5 | NA |
| 48. Public relations/marketing Vocational Education | 1 | 2 | 3 | 4 | 5 | NA |
| 49. Legal aspects of administration and education | 1 | 2 | 3 | 4 | 5 | NA |
| 50. Conflict management | 1 | 2 | 3 | 4 | 5 | NA |
| 51. Effective use of advisory committees | 1 | 2 | 3 | 4 | 5 | NA |
| 52. Program evaluation | 1 | 2 | 3 | 4 | 5 | NA |
| 53. Building the management team | 1 | 2 | 3 | 4 | 5 | NA |
| 54. Making office politics a positive force | 1 | 2 | 3 | 4 | 5 | NA |
| 55. A course covering the VTAE Educational Policies and Procedures manual | 1 | 2 | 3 | 4 | 5 | NA |
| 56. Organization/management of support staff | 1 | 2 | 3 | 4 | 5 | NA |
| 57. Listening skills and assertive communication | 1 | 2 | 3 | 4 | 5 | NA |
**TOPICS/AREA OF NEED**

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<td>58. How to run effective meetings.</td>
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<td>62. Grant proposal preparation</td>
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<td>64. Supervising skills workshop to orient and train staff for performance improvement, solving problems, and keeping the operation under control.</td>
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<td>65. Improving interpersonal skills for management personnel.</td>
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<tr>
<td>66. One minute management.</td>
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<td>67. Managing change - motivating others to change.</td>
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<td>69. How to influence legislation</td>
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<td>70. Dealing with teachers' union (role of unions in adult education)</td>
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<td>71. Developing a Foundation.</td>
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<td>72. Economic development and the VTAE.</td>
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Indicate your preference: I prefer updating be offered:

75. as a credit course | 1 | 2 | 3 | 4 | 5 | NA |
76. as a noncredit course | 1 | 2 | 3 | 4 | 5 | NA |
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<th>TOPICS/AREA OF NEED</th>
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Thank you. Please return as directed.
INSTRUCTIONAL PROFESSIONAL DEVELOPMENT
VTAE Technical Update Questionnaire

Please list your district: ________________________________

1. I teach in the following vocational area:
   _____ (1) Agriculture
   _____ (2) Business Education
   _____ (3) Marketing and Distributive Education
   _____ (4) Health Occupations
   _____ (5) Home Economics
   _____ (6) Trade & Industry
   _____ (7) Other (please list) __________________________

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own use. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

Key: 1 = Not Important
      2 = Somewhat Important
      3 = Important
      4 = Quite Important
      5 = Very Important
      NA = Not Applicable

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- COMPUTER

2. Computer fundamentals. ................................ 1 2 3 4 5 NA
3. More hands-on time with computers. ..................... 1 2 3 4 5 NA
4. Computer-aided text management .......................... 1 2 3 4 5 NA
5. Computerized maintenance program ....................... 1 2 3 4 5 NA

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<tr>
<td>6. Computer generated tests and evaluation</td>
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<td>7. Computer assisted grading</td>
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<td>8. Computer assisted instruction and sources of software and evaluation techniques to include basic skills</td>
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<td>9. Computer record-keeping</td>
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<td>10. Basic computer programming</td>
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<td>11. Update on computer software</td>
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**BUSINESS AND INDUSTRY**

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<tr>
<td>12. Determine ways to develop and maintain direct contacts with industry (training, tours, etc.)</td>
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<td>13. Human relationships in successful business and industry</td>
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<tr>
<td>14. Small business management</td>
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<td>15. Economic development</td>
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<td>16. Determining business and industry needs locally and statewide: today and tomorrow</td>
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<td>17. Identifying trends in business/industry</td>
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<td>18. Cooperative education and internship programs</td>
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**CURRICULUM**

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<td>19. Curriculum development for a changing technological world</td>
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<td>20. Importance of general education to workers in a fluid job market</td>
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<td>21. Designing self-study modules</td>
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<td>22. Central sources and availability of instructional aids and software</td>
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<td>24. Development, use of competency based education</td>
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<td>25. Designing curriculum and delivering instruction for &quot;open entry&quot;</td>
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<td>26. Alternative delivery systems for instruction including ETV</td>
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<td>27. Computer interactive video</td>
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<td>28. Purchasing equipment</td>
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<td>37. Coordination between night and day classes</td>
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<td>38. Public relations (preparing articles, flyers for advertising)</td>
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<td>43. Develop positive student/staff interaction 1 2 3 4 5 NA</td>
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<td>44. Assessing/serving students with learning disabilities 1 2 3 4 5 NA</td>
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<td>50. Evaluation of students 1 2 3 4 5 NA</td>
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<td>53. Test construction. 1 2 3 4 5 NA</td>
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<td>68. Time management</td>
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<td>69. Communication skills required in various careers</td>
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<td>71. Develop listening skills</td>
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<td>72. Strategy planning</td>
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<td>73. Provide training for coordinators</td>
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Thank you. Please return as directed.
AGRICULTURE
VTAE Technical Update Questionnaire

Please list your district: ____________________________

1. Your vocational position is: (check all that apply)
   - (1) Agriculture Instructor
   - (2) Agriculture Coordinator/Division Chairperson
   - (3) Administrator
   - (4) Other (please list) ____________________________

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

KEY: 1 = Not Important
      2 = Somewhat Important
      3 = Important
      4 = Quite Important
      5 = Very Important
      NA = Not Applicable

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<tr>
<th>TOPICS/AREA OF NEED</th>
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<td>2. Computer applications for agriculture</td>
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<td>3. Computer monitoring and control of farm operations</td>
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<td>6. Update on new software for agriculture</td>
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<td>7. Computer parts book, inventory</td>
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<td>10. Using the computer in farm management.</td>
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<td>13. Remote sensing of equipment operation, facilities, feeding, etc.</td>
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Indicate your preference: I prefer updating be offered:

45. as a credit course                                                               | 1 | 2 | 3 | 4 | 5 | NA |
46. as a noncredit course                                                            | 1 | 2 | 3 | 4 | 5 | NA |
47. for continuing education units (CEUs)                                            | 1 | 2 | 3 | 4 | 5 | NA |
48. as a certificate course                                                          | 1 | 2 | 3 | 4 | 5 | NA |
49. through the Vocational Telephone Network (VTN)                                    | 1 | 2 | 3 | 4 | 5 | NA

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Thank you. Please return as directed.
Please list your district: ___________________________ 

1. Your vocational position is: (check all that apply) 
   _____ (1) Business Education Instructor 
   _____ (2) Business Education Coordinator/Division Chairperson 
   _____ (3) Administrator 
   _____ (4) Other (please list) ___________________________ 

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<td>2. Microcomputers and the office - the effect on entry-level skills</td>
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<td>14. Automated office (computer integrated).</td>
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**OTHER**

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## TOPICS/AREA OF NEED

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Thank you. Please return as directed.
MARKETING & DISTRIBUTIVE EDUCATION
VTAE Technical Update Questionnaire

Please list your district: ________________________________

1. Your vocational position is: (check all that apply)

   ____ (1) Marketing Education Instructor
   ____ (2) Marketing Education Coordinator/Division Chairperson
   ____ (3) Administrator
   ____ (4) Other (please list) ________________________________

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

   KEY: 1 = Not Important
          2 = Somewhat Important
          3 = Important
          4 = Quite Important
          5 = Very Important
          NA = Not Applicable

   TOPICS/AREA OF NEED

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Indicate your preference: I prefer updating be offered:

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Thank you. Please return as directed.
HEALTH OCCUPATIONS
VTAE Technical Update Questionnaire

Please list your district: ____________________________

Please indicate your field:

___ (1) Medical Lab  ___ (10) Dental
___ (2) Histotechnologist  ___ (11) EEG
___ (3) Medical Records  ___ (12) Nursing
___ (4) Radiology  ___ (13) Medical Assisting
___ (5) Respiratory Therapy  ___ (14) Operating Room
___ (6) Physical Therapy  ___ (15) Emergency Medical
___ (7) Occupational Therapy  ___ (16) Health Unit Clerk
___ (8) Interpreter Training/ Audiology/Hearing Impaired  ___ (17) Pharmacy Aid
___ (9) Optometry

1. Your vocational position is: (check all that apply)

___ (1) Health Occupations Instructor
___ (2) Health Occupations Coordinator/Division Chairperson
___ (3) Administrator
___ (4) Other (please list) ____________________________
Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

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<td>43. Current topics in my field (please list)</td>
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Indicate your preference: I prefer updating be offered:

| 46. as a credit course | 1 | 2 | 3 | 4 | 5 | NA |
| 47. as a noncredit course | 1 | 2 | 3 | 4 | 5 | NA |
| 48. for continuing education units (CEUs) | 1 | 2 | 3 | 4 | 5 | NA |
| 49. as a certificate course | 1 | 2 | 3 | 4 | 5 | NA |
| 50. through the Vocational Telephone Network (VTN) | 1 | 2 | 3 | 4 | 5 | NA |
| 51. through correspondence | 1 | 2 | 3 | 4 | 5 | NA |
| 52. satellite | 1 | 2 | 3 | 4 | 5 | NA |
| 53. on-site workshop in the district | 1 | 2 | 3 | 4 | 5 | NA |
| 54. regional workshop | 1 | 2 | 3 | 4 | 5 | NA |
| 55. during the summer | 1 | 2 | 3 | 4 | 5 | NA |
| 56. during the school year | 1 | 2 | 3 | 4 | 5 | NA |
| 57. during the evening | 1 | 2 | 3 | 4 | 5 | NA |
### TOPICS/AREA OF NEED

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58. during the day

59. on weekends

60. other: ________________________________

Thank you. Please return as directed.
HOME ECONOMICS
VTAE Technical Update Questionnaire

Please list your district: ___________________________________________________________________

The area that best describes what I teach:

- (1) Child Care
- (2) Hospitality/Food Service/Baking
- (3) Clothing Services/Interior Design/Floral Design
- (4) Cosmetology

1. Your vocational position is: (check all that apply)
   - (1) Home Economics Instructor
   - (2) Home Economics Coordinator/Division Chairperson
   - (3) Administrator
   - (4) Other (please list) ________________________________

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

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<td>10. Staff communications</td>
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**CHILD CARE**

21. Provide up-to-date programming/curriculum for the young children | 1 | 2 | 3 | 4 | 5 | NA |
22. Assisting children in building positive self esteem | 1 | 2 | 3 | 4 | 5 | NA |
23. Intergenerational programs | 1 | 2 | 3 | 4 | 5 | NA |
### TOPICS/AREA OF NEED

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<td>24. Developing different options for providing child care (i.e., day care for the sick child, after/before school care, infant care)</td>
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<td>26. Helping families cope</td>
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<td>27. Providing referrals for dysfunctional families</td>
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<td>29. Procedures for identifying and reporting abuse (i.e., verbal and physical abuse)</td>
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- **HOSPITALITY/FOOD SERVICE/BAKING**

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- **CLOTHING/INTERIOR DESIGN/FLORAL DESIGN**

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**COSMETOLOGY**

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This survey was developed in consultation with Renee' Ramsay, District One Technical Institute; Dianne Barton, Southwest Wisconsin Vocational-Technical Institute; and Marian Timmerman, Area Vocational, Technical and Adult Education District 4.
Please list your district: _________________________________

(1) General

(2) Automotive/Diesel

(3) Drafting/Design

(4) Machine/Tool/Manufacturing

(5) Electronics/Communication

(6) Graphics/Printing

1. Your vocational position is: (check all that apply)

(1) Trade & Industry Instructor

(2) Trade & Industry Coordinator/Division Chairperson

(3) Administrator

(4) Other (please list) _________________________________

Directions: This survey is designed to indicate your technical updating needs as a VTAE staff member. Review each topic listed and indicate on the right the importance you would place on it for your own need. Circle N/A (not applicable) if the topic does not apply to you. Use the following scale.

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**AUTOMOTIVE/DIESEL**

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<td>59. Visit other diesel shops and schools</td>
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### TOPICS/AREA OF NEED

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<p>| <strong>MACHINE/TOOL/MANUFACTURING</strong> |   |   |   |   |   |    |
| 67. Robotics in welding.             | 1 | 2 | 3 | 4 | 5 | NA |
| 68. Robotics (machine vision).       | 1 | 2 | 3 | 4 | 5 | NA |
| 69. Computer aided design and computer aided manufacturing (CAD/CAM). | 1 | 2 | 3 | 4 | 5 | NA |
| 70. Computer integrated manufacturing (CIM). | 1 | 2 | 3 | 4 | 5 | NA |
| 71. Flexible manufacturing systems.   | 1 | 2 | 3 | 4 | 5 | NA |
| 72. Programmable controllers and service mechanisms. | 1 | 2 | 3 | 4 | 5 | NA |
| 73. Computer numerical control (CNC) (programming etc.). | 1 | 2 | 3 | 4 | 5 | NA |
| 74. Manufacturing work cells (development and operation) | 1 | 2 | 3 | 4 | 5 | NA |
| 75. Production control.              | 1 | 2 | 3 | 4 | 5 | NA |
| 76. Electronics transducers and detectors used with automated systems. | 1 | 2 | 3 | 4 | 5 | NA |
| 77. Computer interfacing with electromechanical devices. | 1 | 2 | 3 | 4 | 5 | NA |
| 78. Metallurgy.                      | 1 | 2 | 3 | 4 | 5 | NA |
| 79. Heat treating and hardness testing of metals | 1 | 2 | 3 | 4 | 5 | NA |
| 80. Working with spectrum analyzer.   | 1 | 2 | 3 | 4 | 5 | NA |</p>
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<td>88. Other high tech equipment in welding (laser, electron beam, etc.)</td>
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**ELECTRONICS/COMMUNICATION**

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### TOPICS/AREA OF NEED

#### GRAPHICS/PRINTING

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Indicate your preference: I prefer updating be offered:

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...continue...
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Thank you. Please return as directed.
### Table BTI - Mgt.

Major Staff Development Needs
of the Management Staff
of Blackhawk VTAE

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<td>Needs assessment for emerging occupational areas</td>
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* Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable
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Table DOTI - Mgt.

Major Staff Development Needs
of the Management Staff
of VTAE District #1

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<td>New technologies and their implications for adult education</td>
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NA = Not Applicable
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Table FVTI - Mgt.

Major Staff Development Needs of the Management Staff of Fox Valley VTAE

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## Table GTI - Mgt.

Major Staff Development Needs of the Management Staff of Gateway VTAE

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* Statistics are based on the following response scale:

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2 = Somewhat Important  
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5 = Very Important  
NA = Not Applicable
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<td>1.19</td>
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<td>Improving job placement</td>
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<td>1.11</td>
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<td>72.</td>
<td>Economic development and the VTAE</td>
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# Table WITI - Mgt.  
**Major Staff Development Needs of the Management Staff of Wisconsin Indianhead VTAE**

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<td>Forecasting needs of business and industry</td>
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<td>Identify current and future projections of educational needs of older adults and other special populations</td>
<td>4.02</td>
<td>1.15</td>
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<td>Alternative instructional methods and delivery systems</td>
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<td>Delivering programs by educational television/telecommunications systems</td>
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<td>.92</td>
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<td>Improving student recruitment/relations</td>
<td>3.76</td>
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<td>40.</td>
<td>Improving job placement</td>
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<td>48.</td>
<td>Public relations/marketing Vocational Education</td>
<td>3.92</td>
<td>1.02</td>
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<td>53.</td>
<td>Building the management team</td>
<td>3.79</td>
<td>1.07</td>
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<td>65.</td>
<td>Improving interpersonal skills for management personnel</td>
<td>3.78</td>
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<td>67.</td>
<td>Managing change - motivating others to change</td>
<td>3.90</td>
<td>1.08</td>
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Indicate your preference: I prefer updating be offered:

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<td>82.</td>
<td>on-site workshop in the district</td>
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<td>83.</td>
<td>regional workshop</td>
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### Major Staff Development Needs of the Management Staff of Lakeshore VTAE

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<td>12.</td>
<td>Forecasting needs of business and industry</td>
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<td>13.</td>
<td>Identify current and future projections of educational needs of older adults and other special populations</td>
<td>4.10</td>
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<tr>
<td>17.</td>
<td>New technologies and their implications for adult education</td>
<td>4.19</td>
<td>1.06</td>
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<td>23.</td>
<td>Economic indicators and research - how to interpret and use</td>
<td>3.88</td>
<td>1.30</td>
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<td>30.</td>
<td>Measuring impact on the community of adult and continuing education</td>
<td>3.91</td>
<td>1.19</td>
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<td>39.</td>
<td>Improving student recruitment/relations</td>
<td>4.05</td>
<td>1.24</td>
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<td>53.</td>
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<td>68.</td>
<td>Quality control techniques for education</td>
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# Table DIST 4 - Mgt.

**Major Staff Development Needs of the Management Staff of Area VTAE District #4**

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<td>4.29</td>
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<td>10.</td>
<td>On-line registration procedures.</td>
<td>4.37</td>
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<td>11.</td>
<td>Future trends and developments in vocational education.</td>
<td>4.29</td>
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<td>12.</td>
<td>Forecasting needs of business and industry</td>
<td>4.52</td>
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<td>Identify current and future projections of educational needs of older adults and other special populations.</td>
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<td>19.</td>
<td>Designing needs assessment instruments</td>
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<td>Economic indicators and research - how to interpret and use.</td>
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<th>STANDARD DEVIATION</th>
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<td>27.</td>
<td>Evaluation of instructional staff.</td>
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<td>28.</td>
<td>Evaluating curriculum; including how to design and evaluate new curriculum.</td>
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<td>29.</td>
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<td>30.</td>
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<td>Preparing quality media.</td>
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### Table MSTI - Mgt.

**Major Staff Development Needs of the Management Staff of Mid-State VTAE**

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<td>28.</td>
<td>Evaluating curriculum; including how to design and evaluate new curriculum.</td>
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<td>Evaluating instruction in the classroom and/or in the clinical setting.</td>
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<td>Improving student recruitment/relations.</td>
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<td>48.</td>
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<td>52.</td>
<td>Program evaluation</td>
<td>4.14</td>
<td>1.21</td>
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<tr>
<td>69.</td>
<td>How to influence legislation</td>
<td>4.00</td>
<td>.58</td>
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<tr>
<td>72.</td>
<td>Economic development and the VTAE.</td>
<td>4.00</td>
<td>1.00</td>
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### Table MPTI - Mgt.

**Major Staff Development Needs of the Management Staff of Moraine Park VTAE**

<table>
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<th>TOPICS/AREA OF NEED</th>
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<tr>
<td></td>
<td><strong>TRENDS AND FORECASTING</strong></td>
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<tr>
<td>11.</td>
<td>Future trends and developments in vocational education</td>
<td>3.91*</td>
<td>1.00*</td>
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<tr>
<td>12.</td>
<td>Forecasting needs of business and industry</td>
<td>3.97</td>
<td>1.15</td>
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<td></td>
<td><strong>CURRICULUM AND EVALUATION</strong></td>
<td></td>
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</tr>
<tr>
<td>39.</td>
<td>Improving student recruitment/relations</td>
<td>3.83</td>
<td>.98</td>
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<tr>
<td>40.</td>
<td>Improving job placement</td>
<td>3.87</td>
<td>1.14</td>
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<td><strong>MANAGEMENT</strong></td>
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<tr>
<td>48.</td>
<td>Public relations/marketing Vocational Education.</td>
<td>3.87</td>
<td>1.41</td>
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<tr>
<td>67.</td>
<td>Managing change - motivating others to change.</td>
<td>3.91</td>
<td>.93</td>
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</tbody>
</table>

* Statistics are based on the following response scale:

1 = Not Important  
2 = Somewhat Important  
3 = Important  
4 = Quite Important  
5 = Very Important  
NA = Not Applicable
Table NCTI - Mgt.

Major Staff Development Needs
of the Management Staff
of North Central VTAE

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Computerized records management.</td>
<td>3.78*</td>
<td>1.19*</td>
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<tr>
<td>11</td>
<td>Future trends and developments in vocational education.</td>
<td>4.44</td>
<td>.80</td>
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<tr>
<td>12</td>
<td>Forecasting needs of business and industry</td>
<td>4.42</td>
<td>.76</td>
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<tr>
<td>13</td>
<td>Identify current and future projections of educational needs of older adults and other special populations.</td>
<td>4.59</td>
<td>.64</td>
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<tr>
<td>14</td>
<td>Alternative instructional methods and delivery systems.</td>
<td>4.29</td>
<td>.86</td>
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<td>15</td>
<td>Delivering programs by educational television/telecommunications systems.</td>
<td>4.28</td>
<td>1.02</td>
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<td>17</td>
<td>New technologies and their implications for adult education.</td>
<td>4.27</td>
<td>.83</td>
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<tr>
<td>22</td>
<td>Needs assessment for emerging occupational areas.</td>
<td>3.88</td>
<td>1.08</td>
</tr>
<tr>
<td>23</td>
<td>Economic indicators and research - how to interpret and use.</td>
<td>3.81</td>
<td>1.06</td>
</tr>
</tbody>
</table>

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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Evaluation of instructional staff.</td>
<td>3.81</td>
<td>1.17</td>
</tr>
<tr>
<td>28.</td>
<td>Evaluating curriculum; including how to design and evaluate new curriculum.</td>
<td>3.83</td>
<td>.96</td>
</tr>
<tr>
<td>30.</td>
<td>Measuring impact on the community of adult and continuing education</td>
<td>3.78</td>
<td>.89</td>
</tr>
<tr>
<td>39.</td>
<td>Improving student recruitment/relations.</td>
<td>3.93</td>
<td>1.14</td>
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</table>

- **CURRICULUM AND EVALUATION**

- **MANAGEMENT**

| 48.  | Public relations/marketing Vocational Education. | 3.85 | 1.06 |
| 52.  | Program evaluation | 3.80 | 1.00 |
| 72.  | Economic development and the VTAE. | 3.78 | .75 |
### Table NWTI - Mgt.

**Major Staff Development Needs of the Management Staff of Northeast Wisconsin VTAE**

<table>
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<tr>
<td></td>
<td><strong>COMPUTER APPLICATIONS</strong></td>
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</tr>
<tr>
<td>3.</td>
<td>Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3).</td>
<td>3.82*</td>
<td>1.19*</td>
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<td>12.</td>
<td>Forecasting needs of business and industry</td>
<td>4.13</td>
<td>.98</td>
</tr>
<tr>
<td>13.</td>
<td>Identify current and future projections of educational needs of older adults and other special populations</td>
<td>4.07</td>
<td>.94</td>
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<tr>
<td></td>
<td><strong>TRENDS AND FORECASTING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Alternative instructional methods and delivery systems</td>
<td>3.78</td>
<td>.85</td>
</tr>
<tr>
<td>17.</td>
<td>New technologies and their implications for adult education</td>
<td>3.97</td>
<td>1.05</td>
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<tr>
<td></td>
<td><strong>DELIVERY SYSTEMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Needs assessment for emerging occupational areas</td>
<td>3.85</td>
<td>.82</td>
</tr>
<tr>
<td>23.</td>
<td>Economic indicators and research - how to interpret and use</td>
<td>3.79</td>
<td>1.17</td>
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</table>

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3 = Important          NA = Not Applicable
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<th>STANDARD DEVIATION</th>
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<td>CURRICULUM AND EVALUATION</td>
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<td>27</td>
<td>Evaluation of instructional staff.</td>
<td>4.13</td>
<td>.85</td>
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<td>40.</td>
<td>40</td>
<td>Improving job placement</td>
<td>3.83</td>
<td>1.01</td>
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<td>MANAGEMENT</td>
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<tr>
<td>44.</td>
<td>44</td>
<td>Techniques for participatory management</td>
<td>3.80</td>
<td>1.00</td>
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<td>48.</td>
<td>48</td>
<td>Public relations/marketing Vocational Education</td>
<td>3.81</td>
<td>1.05</td>
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<tr>
<td>53.</td>
<td>53</td>
<td>Building the management team</td>
<td>4.07</td>
<td>.83</td>
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<tr>
<td>67.</td>
<td>67</td>
<td>Managing change - motivating others to change</td>
<td>3.97</td>
<td>.90</td>
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Indicate your preference: I prefer updating be offered:

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<th>ITEM</th>
<th>NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tr>
<td>82.</td>
<td>82</td>
<td>on-site workshop in the district</td>
<td>3.90</td>
<td>.76</td>
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</table>
## Table SWTI - Mgt.

### Major Staff Development Needs of the Management Staff of Southwest Wisconsin VTAE

<table>
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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tr>
<td>2</td>
<td>Computer interactive video and computer aided instruction.</td>
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<td>1.23*</td>
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<td>4</td>
<td>Evaluating and purchasing software</td>
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<td>.88</td>
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<td>6</td>
<td>Computer grading</td>
<td>3.88</td>
<td>.99</td>
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<td>7</td>
<td>Computer networking with other districts</td>
<td>3.90</td>
<td>.99</td>
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<tr>
<td>8</td>
<td>Computerized records management</td>
<td>4.00</td>
<td>.94</td>
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<tr>
<td>10</td>
<td>On-line registration procedures</td>
<td>4.00</td>
<td>1.15</td>
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<td></td>
<td><strong>COMPUTER APPLICATIONS</strong></td>
<td></td>
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<tr>
<td>11</td>
<td>Future trends and developments in vocational education</td>
<td>4.60</td>
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<tr>
<td>12</td>
<td>Forecasting needs of business and industry</td>
<td>4.70</td>
<td>.67</td>
</tr>
<tr>
<td>13</td>
<td>Identify current and future projections of educational needs of older adults and other special populations</td>
<td>4.40</td>
<td>.70</td>
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<tr>
<td></td>
<td><strong>TRENDS AND FORECASTING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Alternative instructional methods and delivery systems</td>
<td>4.40</td>
<td>1.07</td>
</tr>
<tr>
<td>15</td>
<td>Delivering programs by educational television/telecommunications systems</td>
<td>4.20</td>
<td>1.03</td>
</tr>
<tr>
<td>17</td>
<td>New technologies and their implications for adult education</td>
<td>4.60</td>
<td>.70</td>
</tr>
</tbody>
</table>

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2 = Somewhat Important  
3 = Important  
4 = Quite Important  
5 = Very Important  
NA = Not Applicable
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<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<td>18.</td>
<td>Identify needs of students prior to entering into program</td>
<td>3.75</td>
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<tr>
<td>19.</td>
<td>Designing needs assessment instruments</td>
<td>3.88</td>
<td>.83</td>
</tr>
<tr>
<td>22.</td>
<td>Needs assessment for emerging occupational areas</td>
<td>3.89</td>
<td>1.17</td>
</tr>
<tr>
<td>23.</td>
<td>Economic indicators and research - how to interpret and use</td>
<td>3.88</td>
<td>.99</td>
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<tr>
<td>24.</td>
<td>Competency based education/its effect on advanced placement and career ladders</td>
<td>3.78</td>
<td>1.09</td>
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<tr>
<td>26.</td>
<td>Developing effective evaluation instruments</td>
<td>4.10</td>
<td>1.10</td>
</tr>
<tr>
<td>27.</td>
<td>Evaluation of instructional staff</td>
<td>3.80</td>
<td>1.03</td>
</tr>
<tr>
<td>28.</td>
<td>Evaluating curriculum; including how to design and evaluate new curriculum</td>
<td>4.10</td>
<td>.74</td>
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<tr>
<td>29.</td>
<td>Evaluating instruction in the classroom and/or in the clinical setting</td>
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<td>1.05</td>
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<tr>
<td>31.</td>
<td>Alternatives to purchasing expensive equipment</td>
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<td>1.10</td>
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<tr>
<td>37.</td>
<td>Alternative learning styles (right-left brain, adults, etc.)</td>
<td>3.80</td>
<td>1.03</td>
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<tr>
<td>39.</td>
<td>Improving student recruitment/relations</td>
<td>4.00</td>
<td>1.05</td>
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<tr>
<td>44.</td>
<td>Techniques for participatory management</td>
<td>3.90</td>
<td>1.29</td>
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<td>45.</td>
<td>Quality circles</td>
<td>3.80</td>
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<td>Stress management</td>
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<td>48.</td>
<td>Public relations/marketing Vocational Education</td>
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<tr>
<td>49.</td>
<td>Legal aspects of administration and education</td>
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### Table SWTI - Mgt. (continued)

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<td>Conflict management</td>
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<td>52.</td>
<td>Program evaluation</td>
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<tr>
<td>54.</td>
<td>Making office politics a positive force</td>
<td>4.00</td>
<td>.94</td>
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Table WCTI - Mgt.

Major Staff Development Needs of the Management Staff of Waukesha County Area VTAE

<table>
<thead>
<tr>
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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
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<tr>
<td></td>
<td>COMPUTER APPLICATIONS</td>
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<tr>
<td>3.</td>
<td>Computer literacy (i.e., spread sheets, word processing, data base, filing, Lotus 1, 2, 3)</td>
<td>3.79*</td>
<td>1.30*</td>
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<tr>
<td></td>
<td>TRENDS AND FORECASTING</td>
<td></td>
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<tr>
<td>11.</td>
<td>Future trends and developments in vocational education</td>
<td>3.78</td>
<td>1.10</td>
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<tr>
<td>12.</td>
<td>Forecasting needs of business and industry</td>
<td>4.16</td>
<td>.96</td>
</tr>
<tr>
<td>13.</td>
<td>Identify current and future projections of educational needs of older adults and other special populations</td>
<td>4.19</td>
<td>.95</td>
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<td></td>
<td>DELIVERY SYSTEMS</td>
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<tr>
<td>14.</td>
<td>Alternative instructional methods and delivery systems</td>
<td>3.79</td>
<td>1.05</td>
</tr>
<tr>
<td>17.</td>
<td>New technologies and their implications for adult education</td>
<td>3.80</td>
<td>.96</td>
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<td>NEEDS ASSESSMENT</td>
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<tr>
<td>18.</td>
<td>Identify needs of students prior to entering into program</td>
<td>3.83</td>
<td>1.15</td>
</tr>
<tr>
<td>22.</td>
<td>Needs assessment for emerging occupational areas</td>
<td>3.90</td>
<td>.99</td>
</tr>
</tbody>
</table>

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3 = Important  NA = Not Applicable
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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>26.</td>
<td>Developing effective evaluation instruments.</td>
<td>3.76</td>
<td>0.91</td>
</tr>
<tr>
<td>27.</td>
<td>Evaluation of instructional staff.</td>
<td>4.00</td>
<td>0.93</td>
</tr>
<tr>
<td>28.</td>
<td>Evaluating curriculum; including how to design and evaluate new curriculum.</td>
<td>3.93</td>
<td>1.16</td>
</tr>
<tr>
<td>39.</td>
<td>Improving student recruitment/relations.</td>
<td>3.89</td>
<td>1.13</td>
</tr>
<tr>
<td>40.</td>
<td>Improving job placement.</td>
<td>3.73</td>
<td>1.11</td>
</tr>
<tr>
<td>44.</td>
<td>Techniques for participatory management.</td>
<td>3.79</td>
<td>1.01</td>
</tr>
<tr>
<td>48.</td>
<td>Public relations/marketing Vocational Education.</td>
<td>3.81</td>
<td>1.15</td>
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<tr>
<td>59.</td>
<td>Work simplification - cost reduction.</td>
<td>3.88</td>
<td>0.86</td>
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### Table WWTI - Mgt.

**Major Staff Development Needs of the Management Staff of Western Wisconsin VTAE**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
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<th>STANDARD DEVIATION</th>
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</thead>
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<tr>
<td>10.</td>
<td>On-line registration procedures.</td>
<td>4.26*</td>
<td>1.10*</td>
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<tr>
<td>11.</td>
<td>Future trends and developments in vocational education.</td>
<td>4.10</td>
<td>1.14</td>
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<tr>
<td>12.</td>
<td>Forecasting needs of business and industry</td>
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<td>0.86</td>
</tr>
<tr>
<td>13.</td>
<td>Identify current and future projections of educational needs of older adults and other special populations.</td>
<td>4.45</td>
<td>0.94</td>
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<tr>
<td>14.</td>
<td>Alternative instructional methods and delivery systems.</td>
<td>4.00</td>
<td>1.00</td>
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<tr>
<td>15.</td>
<td>Delivering programs by educational television/telecommunications systems.</td>
<td>4.05</td>
<td>1.22</td>
</tr>
<tr>
<td>16.</td>
<td>New technologies and their implications for adult education.</td>
<td>4.00</td>
<td>0.79</td>
</tr>
<tr>
<td>18.</td>
<td>Identify needs of students prior to entering into program.</td>
<td>4.05</td>
<td>0.85</td>
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<tr>
<td>22.</td>
<td>Needs assessment for emerging occupational areas.</td>
<td>3.85</td>
<td>1.18</td>
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<tr>
<td>23.</td>
<td>Economic indicators and research - how to interpret and use.</td>
<td>3.81</td>
<td>1.12</td>
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3 = Important  NA = Not Applicable
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<td><strong>CURRICULUM AND EVALUATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Evaluation of instructional staff</td>
<td>3.76</td>
<td>1.26</td>
</tr>
<tr>
<td>30.</td>
<td>Measuring impact on the community of adult and continuing education</td>
<td>4.11</td>
<td>0.99</td>
</tr>
<tr>
<td>39.</td>
<td>Improving student recruitment/relations</td>
<td>4.19</td>
<td>1.03</td>
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<tr>
<td>40.</td>
<td>Improving job placement</td>
<td>3.76</td>
<td>1.14</td>
</tr>
<tr>
<td>42.</td>
<td>Information retrieval</td>
<td>3.81</td>
<td>1.08</td>
</tr>
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<td><strong>MANAGEMENT</strong></td>
<td></td>
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<tr>
<td>44.</td>
<td>Techniques for participatory management</td>
<td>4.05</td>
<td>1.07</td>
</tr>
<tr>
<td>48.</td>
<td>Public relations/marketing Vocational Education</td>
<td>4.20</td>
<td>1.01</td>
</tr>
<tr>
<td>53.</td>
<td>Building the management team</td>
<td>3.95</td>
<td>0.92</td>
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<tr>
<td>67.</td>
<td>Managing change - motivating others to change</td>
<td>3.95</td>
<td>0.92</td>
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<tr>
<td>68.</td>
<td>Quality control techniques for education</td>
<td>3.90</td>
<td>1.17</td>
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Table BTI - Instr.

Major Staff Development Needs of the Instructional Staff of Blackhawk VTAE

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Determining business and industry needs locally and statewide: today and tomorrow</td>
<td>3.92*</td>
<td>1.02*</td>
</tr>
<tr>
<td>17.</td>
<td>Identifying trends in business/industry.</td>
<td>4.13</td>
<td>.74</td>
</tr>
</tbody>
</table>

**BUSINESS AND INDUSTRY**

**CURRICULUM**

| 19.     | Curriculum development for a changing technological world.                           | 4.23  | .97                |
| 20.     | Importance of general education to workers in a fluid job market.                     | 4.42  | .93                |

**PUBLIC RELATIONS**

| 30.     | Recruiting and retention of students.                                                 | 4.33  | .96                |
| 32.     | Sharing ideas with faculty in own district and other districts.                       | 4.18  | 1.05               |
| 33.     | Projections on future jobs.                                                           | 4.00  | .78                |
| 34.     | Marketing of post high school education.                                              | 4.00  | .95                |
| 37.     | Coordination between night and day classes.                                           | 4.00  | 1.14               |
| 38.     | Public relations (preparing articles, flyers for advertising).                         | 4.19  | .98                |
| 40.     | Legislation on vocational education.                                                  | 4.33  | .58                |

# Statistics are based on the following response scale:

1 = Not Important  4 = Quite Important  
2 = Somewhat Important  5 = Very Important  
3 = Important  NA = Not Applicable
<table>
<thead>
<tr>
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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>4.00</td>
<td>.98</td>
</tr>
<tr>
<td>49.</td>
<td>Providing input for instructor evaluation</td>
<td>4.05</td>
<td>1.17</td>
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<td>50.</td>
<td>Evaluation of students</td>
<td>4.14</td>
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<td>54.</td>
<td>Motivation of students</td>
<td>4.46</td>
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<td>Critical thinking skills</td>
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<td>73.</td>
<td>Provide training for coordinators</td>
<td>4.33</td>
<td>1.14</td>
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Indicate your preference: I prefer updating be offered:

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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>83.</td>
<td>as a credit course</td>
<td>4.00</td>
<td>1.30</td>
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<tr>
<td>90.</td>
<td>on-site workshop in the district</td>
<td>4.13</td>
<td>1.06</td>
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Table DOTI - Instr.
Major Staff Development Needs
of the Instructional Staff
of VTAE District #1

<table>
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<td>• BUSINESS AND INDUSTRY</td>
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<td>13.</td>
<td>Human relationships in successful business and industry</td>
<td>4.00*</td>
<td>1.11*</td>
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<td>16.</td>
<td>Determining business and industry needs locally and</td>
<td>4.08</td>
<td>.90</td>
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<td></td>
<td>statewide: today and tomorrow</td>
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<td>17.</td>
<td>Identifying trends in business/industry.</td>
<td>4.00</td>
<td>1.00</td>
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<td>4.06</td>
<td>.93</td>
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<td></td>
<td>world.</td>
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<td>20.</td>
<td>Importance of general education to workers in a</td>
<td>4.94</td>
<td>.25</td>
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<td>fluid job market.</td>
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<td>22.</td>
<td>Central sources and availability of instructional</td>
<td>3.81</td>
<td>.83</td>
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<td></td>
<td>aids and software.</td>
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<td>• PUBLIC RELATIONS</td>
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<td>30.</td>
<td>Recruiting and retention of students</td>
<td>3.87</td>
<td>.99</td>
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<td>31.</td>
<td>Articulation with high schools</td>
<td>4.20</td>
<td>.94</td>
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<tr>
<td>32.</td>
<td>Sharing ideas with faculty in own district and other</td>
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<td>1.01</td>
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<td>districts.</td>
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<td>33.</td>
<td>Projections on future jobs</td>
<td>3.80</td>
<td>1.01</td>
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<td>34.</td>
<td>Marketing of post high school education</td>
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<td>40.</td>
<td>Legislation on vocational education.</td>
<td>4.13</td>
<td>1.15</td>
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Statistics are based on the following response scale:
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable
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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>3.88</td>
<td>1.15</td>
</tr>
<tr>
<td>46.</td>
<td>How to work with below average or socially immature students.</td>
<td>3.75</td>
<td>1.06</td>
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<tr>
<td></td>
<td><strong>INSTRUCTION</strong></td>
<td></td>
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<tr>
<td>54.</td>
<td>Motivation of students</td>
<td>3.94</td>
<td>.93</td>
</tr>
<tr>
<td>57.</td>
<td>Critical thinking skills</td>
<td>4.00</td>
<td>1.13</td>
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<td></td>
<td><strong>GENERAL SKILL DEVELOPMENT</strong></td>
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<td>69.</td>
<td>Communication skills required in various careers.</td>
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<td>1.29</td>
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<td>71.</td>
<td>Develop listening skills</td>
<td>3.94</td>
<td>1.24</td>
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<td></td>
<td><strong>OTHER</strong></td>
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<tr>
<td>78.</td>
<td>Writing for business/industry</td>
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<td>1.37</td>
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Table DIST 4 - Instr.

Major Staff Development Needs of the Instructional Staff of Area VTAE District #4

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<th>TOPICS/AREA OF NEED</th>
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<tr>
<td>19.</td>
<td>Curriculum development for a changing technological world</td>
<td>3.81</td>
<td>1.09</td>
</tr>
<tr>
<td>20.</td>
<td>Importance of general education to workers in a fluid job market</td>
<td>3.75</td>
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<td>30.</td>
<td>Recruiting and retention of students</td>
<td>4.10</td>
<td>1.11</td>
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<tr>
<td>31.</td>
<td>Articulation with high schools</td>
<td>3.83</td>
<td>1.16</td>
</tr>
<tr>
<td>32.</td>
<td>Sharing ideas with faculty in own district and other districts</td>
<td>3.92</td>
<td>1.16</td>
</tr>
<tr>
<td>33.</td>
<td>Projections on future jobs</td>
<td>3.77</td>
<td>1.04</td>
</tr>
<tr>
<td>34.</td>
<td>Marketing of post high school education</td>
<td>3.91</td>
<td>1.17</td>
</tr>
<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>3.81</td>
<td>1.25</td>
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<tr>
<td>54.</td>
<td>Motivation of students</td>
<td>3.84</td>
<td>1.21</td>
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<tr>
<td>57.</td>
<td>Critical thinking skills</td>
<td>4.18</td>
<td>.98</td>
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</table>

Indicate your preference: I prefer updating be offered:

90. on-site workshop in the district                              4.02  1.07

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<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>Determine ways to develop and maintain direct contacts with industry (training, tours, etc.)</td>
<td>3.88*</td>
<td>1.16*</td>
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<tr>
<td>13.</td>
<td>Human relationships in successful business and industry</td>
<td>3.83</td>
<td>1.19</td>
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<tr>
<td>16.</td>
<td>Determining business and industry needs locally and statewide: today and tomorrow</td>
<td>3.95</td>
<td>1.07</td>
</tr>
<tr>
<td>17.</td>
<td>Identifying trends in business/industry</td>
<td>3.93</td>
<td>1.17</td>
</tr>
<tr>
<td>19.</td>
<td>Curriculum development for a changing technological world</td>
<td>4.15</td>
<td>1.02</td>
</tr>
<tr>
<td>20.</td>
<td>Importance of general education to workers in a fluid job market</td>
<td>4.05</td>
<td>1.12</td>
</tr>
<tr>
<td>30.</td>
<td>Recruiting and retention of students</td>
<td>4.28</td>
<td>.96</td>
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<tr>
<td>31.</td>
<td>Articulation with high schools</td>
<td>4.11</td>
<td>1.01</td>
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<tr>
<td>32.</td>
<td>Sharing ideas with faculty in own district and other districts</td>
<td>4.03</td>
<td>1.05</td>
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<tr>
<td>33.</td>
<td>Projections on future jobs</td>
<td>4.26</td>
<td>.83</td>
</tr>
<tr>
<td>34.</td>
<td>Marketing of post high school education</td>
<td>4.34</td>
<td>.85</td>
</tr>
<tr>
<td>35.</td>
<td>Placement services planning</td>
<td>4.01</td>
<td>1.00</td>
</tr>
<tr>
<td>40.</td>
<td>Legislation on vocational education</td>
<td>3.85</td>
<td>1.11</td>
</tr>
</tbody>
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<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>3.94</td>
<td>1.12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>50.</td>
<td>Evaluation of students</td>
<td>3.76</td>
<td>1.03</td>
</tr>
<tr>
<td>54.</td>
<td>Motivation of students</td>
<td>3.93</td>
<td>1.08</td>
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<tr>
<td>57.</td>
<td>Critical thinking skills</td>
<td>4.04</td>
<td>1.08</td>
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<td>70.</td>
<td>Motivation of staff/students</td>
<td>3.86</td>
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<tr>
<td>71.</td>
<td>Develop listening skills</td>
<td>3.77</td>
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Indicate your preference: I prefer updating be offered:

<table>
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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td>83.</td>
<td>as a credit course</td>
<td>4.11</td>
<td>1.15</td>
</tr>
<tr>
<td>90.</td>
<td>on-site workshop in the district</td>
<td>4.21</td>
<td>1.02</td>
</tr>
<tr>
<td>93.</td>
<td>during the school year</td>
<td>3.88</td>
<td>1.19</td>
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## Table GTI - Instr.

### Major Staff Development Needs of the Instructional Staff of Gateway VTAE

<table>
<thead>
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<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tr>
<td></td>
<td><strong>BUSINESS AND INDUSTRY</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>12. Determine ways to develop and maintain direct contacts with industry (training, tours, etc.)</td>
<td>3.81*</td>
<td>1.31*</td>
</tr>
<tr>
<td></td>
<td>16. Determining business and industry needs locally and statewide: today and tomorrow</td>
<td>3.87</td>
<td>1.24</td>
</tr>
<tr>
<td></td>
<td>17. Identifying trends in business/industry</td>
<td>4.01</td>
<td>1.03</td>
</tr>
<tr>
<td></td>
<td>18. Cooperative education and internship programs</td>
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<td><strong>CURRICULUM</strong></td>
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<td></td>
<td>19. Curriculum development for a changing technological world</td>
<td>4.07</td>
<td>.98</td>
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<tr>
<td></td>
<td>20. Importance of general education to workers in a fluid job market</td>
<td>3.89</td>
<td>1.21</td>
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<td>29. Equipment update (knowledge of state of the art equipment)</td>
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<td></td>
<td><strong>PUBLIC RELATIONS</strong></td>
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<td>30. Recruiting and retention of students</td>
<td>4.56</td>
<td>.84</td>
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<td>31. Articulation with high schools</td>
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<td></td>
<td>32. Sharing ideas with faculty in own district and other districts</td>
<td>4.01</td>
<td>.94</td>
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<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>33.</td>
<td>Projections on future jobs</td>
<td>4.16</td>
<td>.94</td>
</tr>
<tr>
<td>34.</td>
<td>Marketing of post high school education</td>
<td>4.32</td>
<td>.91</td>
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<tr>
<td>35.</td>
<td>Placement services planning</td>
<td>3.91</td>
<td>1.18</td>
</tr>
<tr>
<td>38.</td>
<td>Public relations (preparing articles, flyers for advertising)</td>
<td>3.98</td>
<td>1.11</td>
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<tr>
<td>40.</td>
<td>Legislation on vocational education</td>
<td>4.08</td>
<td>1.13</td>
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**STUDENT NEEDS**

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<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>3.87</td>
<td>1.23</td>
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</table>

**INSTRUCTION**

<table>
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<th>TOPICS/AREA OF NEED</th>
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<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>Motivation of students</td>
<td>4.05</td>
<td>1.15</td>
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**OTHER**

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<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td>73.</td>
<td>Provide training for coordinators</td>
<td>3.85</td>
<td>1.33</td>
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Indicate your preference: I prefer updating be offered:

<table>
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<th>TOPICS/AREA OF NEED</th>
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<th>STANDARD DEVIATION</th>
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<tr>
<td>90.</td>
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<td>1.05</td>
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<td>ITEM NO</td>
<td>TOPICS/AREA OF NEED</td>
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</tr>
<tr>
<td>16.</td>
<td>Determining business and industry needs locally and statewide: today and tomorrow...</td>
<td>3.87</td>
<td>1.03</td>
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<td>19.</td>
<td>Curriculum development for a changing technological world.</td>
<td>3.80</td>
<td>1.12</td>
</tr>
<tr>
<td>30.</td>
<td>Recruiting and retention of students</td>
<td>4.13</td>
<td>1.02</td>
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<td>32.</td>
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<td>3.90</td>
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<td>34.</td>
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<td>4.14</td>
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<td>Placement services planning</td>
<td>3.90</td>
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<td>43.</td>
<td>Develop positive student/staff interaction</td>
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Table LTI - Instr.

Major Staff Development Needs of the Instructional Staff of Lakeshore VTAE

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<td>Equipment update (knowledge of state of the art equipment)</td>
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<td>Recruiting and retention of students</td>
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<td>Computer assisted instruction and sources of software and evaluation techniques to include basic skills</td>
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<td>Designing self-study modules</td>
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<td>1.08</td>
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<td>24.</td>
<td>Development, use of competency based education</td>
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<td>25.</td>
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<td>Sharing ideas with faculty in own district and other districts</td>
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<td>33.</td>
<td>Projections on future jobs</td>
<td>4.15</td>
<td>1.34</td>
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<td>38.</td>
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<td>40.</td>
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<td>3.77</td>
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<td>41.</td>
<td>Counseling techniques for instructors</td>
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<td>Develop positive student/staff interaction</td>
<td>4.31</td>
<td>1.11</td>
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<td>44.</td>
<td>Assessing/serving students with learning disabilities</td>
<td>4.23</td>
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<td>45.</td>
<td>Working with the physically handicapped</td>
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<td>46.</td>
<td>How to work with below average or socially immature students</td>
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<td>47.</td>
<td>Techniques to help international students (limited English speaking included)</td>
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**STUDENT NEEDS**

**INSTRUCTION**

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<td>Motivation of students</td>
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Table MPTI - Instr.

Major Staff Development Needs
of the Instructional Staff
of Moraine Park VTAE

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<td>20.</td>
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<td>3.82</td>
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<td><strong>PUBLIC RELATIONS</strong></td>
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<td>30.</td>
<td>Recruiting and retention of students</td>
<td>3.97</td>
<td>1.07</td>
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<td>31.</td>
<td>Articulation with high schools</td>
<td>3.77</td>
<td>1.14</td>
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<td>32.</td>
<td>Sharing ideas with faculty in own district and other districts.</td>
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<td>Placement services planning.</td>
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<td>Public relations (preparing articles, flyers for advertising)</td>
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<td>40.</td>
<td>Legislation on vocational education.</td>
<td>3.78</td>
<td>1.18</td>
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3 = Important            NA = Not Applicable
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<td>43.</td>
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<td>1.02</td>
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<td>Equipment update (knowledge of state of the art equipment)</td>
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<td>30.</td>
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Table NWTI - Instr.

Major Staff Development needs of the Instructional Staff of Northeast Wisconsin VTAE

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<td>12.</td>
<td>Determine ways to develop and maintain direct contacts with industry (training, tours, etc.)</td>
<td>3.82*</td>
<td>1.20*</td>
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<td>Determining business and industry needs locally and statewide: today and tomorrow</td>
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<td>17.</td>
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<td>35.</td>
<td>Placement services planning</td>
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<td>1.04</td>
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<tr>
<td>40.</td>
<td>Legislation on vocational education</td>
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**INSTRUCTION**

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<td>57.</td>
<td>Critical thinking skills</td>
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**GENERAL SKILL DEVELOPMENT**

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<td>71.</td>
<td>Develop listening skills</td>
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<td>.97</td>
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Table WCTI - Instr.

Major Staff Development Needs of the Instructional Staff of Waukesha County Area VTAE

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>More hands-on time with computers.</td>
<td>3.78#</td>
<td>1.19#</td>
</tr>
<tr>
<td>12</td>
<td>Determine ways to develop and maintain direct contacts with industry (training, tours, etc.)</td>
<td>3.76</td>
<td>1.28</td>
</tr>
<tr>
<td>17</td>
<td>Identifying trends in business/industry.</td>
<td>3.81</td>
<td>1.14</td>
</tr>
<tr>
<td>19</td>
<td>Curriculum development for a changing technological world.</td>
<td>3.70</td>
<td>1.07</td>
</tr>
<tr>
<td>20</td>
<td>Importance of general education to workers in a fluid job market</td>
<td>3.77</td>
<td>1.07</td>
</tr>
<tr>
<td>30</td>
<td>Recruiting and retention of students</td>
<td>4.04</td>
<td>1.10</td>
</tr>
<tr>
<td>31</td>
<td>Articulation with high schools</td>
<td>3.70</td>
<td>1.19</td>
</tr>
<tr>
<td>32</td>
<td>Sharing ideas with faculty in own district and other districts.</td>
<td>3.86</td>
<td>1.11</td>
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<tr>
<td>33</td>
<td>Projections on future jobs</td>
<td>3.96</td>
<td>1.01</td>
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<tr>
<td>34</td>
<td>Marketing of post high school education</td>
<td>3.96</td>
<td>1.12</td>
</tr>
<tr>
<td>40</td>
<td>Legislation on vocational education</td>
<td>3.72</td>
<td>1.15</td>
</tr>
<tr>
<td>57</td>
<td>Critical thinking skills</td>
<td>4.06</td>
<td>1.01</td>
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# Statistics are based on the following response scale:

1 = Not Important               4 = Quite Important
2 = Somewhat Important           5 = Very Important
3 = Important                  NA = Not Applicable
### Table WWTI - Instr.

#### Major Staff Development Needs of the Instructional Staff of Western Wisconsin VTAE

<table>
<thead>
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<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td>19.</td>
<td>Curriculum development for a changing technological world.</td>
<td>3.72*</td>
<td>1.23*</td>
</tr>
<tr>
<td>30.</td>
<td>Recruiting and retention of students</td>
<td>4.32</td>
<td>.98</td>
</tr>
<tr>
<td>31.</td>
<td>Articulation with high schools</td>
<td>4.11</td>
<td>1.04</td>
</tr>
<tr>
<td>32.</td>
<td>Sharing ideas with faculty in own district and other districts.</td>
<td>4.13</td>
<td>.90</td>
</tr>
<tr>
<td>33.</td>
<td>Projections on future jobs</td>
<td>4.11</td>
<td>.97</td>
</tr>
<tr>
<td>34.</td>
<td>Marketing of post high school education</td>
<td>4.23</td>
<td>1.02</td>
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<tr>
<td>40.</td>
<td>Legislation on vocational education</td>
<td>4.13</td>
<td>1.02</td>
</tr>
<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>4.06</td>
<td>1.17</td>
</tr>
<tr>
<td>50.</td>
<td>Evaluation of students</td>
<td>3.83</td>
<td>1.10</td>
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<tr>
<td>54.</td>
<td>Motivation of students</td>
<td>4.00</td>
<td>1.11</td>
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<td>57.</td>
<td>Critical thinking skills</td>
<td>3.88</td>
<td>1.12</td>
</tr>
<tr>
<td>70.</td>
<td>Motivation of staff/students</td>
<td>3.79</td>
<td>1.13</td>
</tr>
</tbody>
</table>

* Statistics are based on the following response scale:

1 = Not Important  4 = Quite Important
2 = Somewhat Important 5 = Very Important
3 = Important  NA = Not Applicable
Appendix D
Statewide Composite Data Tables
<table>
<thead>
<tr>
<th>ITEM</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tr>
<td>11.</td>
<td>Future trends and developments in vocational education</td>
<td>4.11</td>
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<td>12.</td>
<td>Forecasting needs of business and industry</td>
<td>4.31</td>
<td>.93</td>
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<td>13.</td>
<td>Identify current and future projections of educational needs of older adults and other special populations.</td>
<td>4.17</td>
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<td>17.</td>
<td>New technologies and their implications for adult education</td>
<td>4.04</td>
<td>.95</td>
</tr>
<tr>
<td>22.</td>
<td>Needs assessment for emerging occupational areas</td>
<td>3.81</td>
<td>1.12</td>
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<td>27.</td>
<td>Evaluation of instructional staff</td>
<td>3.89</td>
<td>1.05</td>
</tr>
<tr>
<td>39.</td>
<td>Improving student recruitment/relations</td>
<td>3.93</td>
<td>1.06</td>
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<tr>
<td>40.</td>
<td>Improving job placement</td>
<td>3.81</td>
<td>1.12</td>
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<td>44.</td>
<td>Techniques for participatory management</td>
<td>3.78</td>
<td>1.08</td>
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* Statistics are based on the following response scale:

1 = Not Important  3 = Important  5 = Very Important
2 = Somewhat Important  4 = Quite Important  NA = Not Applicable
Table C-MAN (continued)

<table>
<thead>
<tr>
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<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td>48.</td>
<td>Public relations/marketing Vocational Education.</td>
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<td>53.</td>
<td>Building the management team</td>
<td>3.79</td>
<td>1.03</td>
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<tr>
<td>67.</td>
<td>Managing change - motivating others to change</td>
<td>3.91</td>
<td>1.01</td>
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Indicate your preference: I prefer updating be offered:

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<th>TOPICS/AREA OF NEED</th>
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<th>STANDARD DEVIATION</th>
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<tr>
<td>82.</td>
<td>on-site workshop in the district</td>
<td>3.89</td>
<td>1.06</td>
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Table C-INSTR
Major Staff Development Needs of Wisconsin VTAE Instructional Staff
Composite Data - VTAE Districts

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<thead>
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<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td><strong>BUSINESS AND INDUSTRY</strong></td>
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<tr>
<td>16.</td>
<td>Determining business and industry needs locally and statewide: today and tomorrow</td>
<td>3.80*</td>
<td>1.13*</td>
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<tr>
<td>17.</td>
<td>Identifying trends in business/industry</td>
<td>3.85</td>
<td>1.10</td>
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<tr>
<td><strong>CURRICULUM</strong></td>
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<td>19.</td>
<td>Curriculum development for a changing technological world</td>
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<td>1.06</td>
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<tr>
<td>20.</td>
<td>Importance of general education to workers in a fluid job market</td>
<td>3.79</td>
<td>1.19</td>
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<tr>
<td><strong>PUBLIC RELATIONS</strong></td>
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<td>30.</td>
<td>Recruiting and retention of students</td>
<td>4.18</td>
<td>1.03</td>
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<td>31.</td>
<td>Articulation with high schools</td>
<td>3.83</td>
<td>1.13</td>
</tr>
<tr>
<td>32.</td>
<td>Sharing ideas with faculty in own district and other districts</td>
<td>4.00</td>
<td>1.03</td>
</tr>
<tr>
<td>33.</td>
<td>Projections on future jobs</td>
<td>4.00</td>
<td>.98</td>
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<tr>
<td>34.</td>
<td>Marketing of post high school education</td>
<td>4.08</td>
<td>1.04</td>
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<td>35.</td>
<td>Placement services planning</td>
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<td>Legislation on vocational education</td>
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<td><strong>STUDENT NEEDS</strong></td>
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<tr>
<td>43.</td>
<td>Develop positive student/staff interaction</td>
<td>3.80</td>
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<td><strong>INSTRUCTION</strong></td>
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<tr>
<td>54.</td>
<td>Motivation of students</td>
<td>3.85</td>
<td>1.13</td>
</tr>
<tr>
<td>57.</td>
<td>Critical thinking skills</td>
<td>3.96</td>
<td>1.09</td>
</tr>
</tbody>
</table>

* Statistics are based on the following response scale:
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable
Table C-AG

Major Needs of Agriculture Program Staff Members
in Wisconsin VTAE System
Composite Data - VTAE Districts

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
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<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td>2.</td>
<td>Computer applications for agriculture.</td>
<td>4.15</td>
<td>.91</td>
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<tr>
<td>4.</td>
<td>Use of computer spreadsheet</td>
<td>3.78</td>
<td>1.10</td>
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<tr>
<td>6.</td>
<td>Update on new software for agriculture</td>
<td>4.07</td>
<td>1.08</td>
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<tr>
<td>10.</td>
<td>Using the computer in farm management</td>
<td>4.42</td>
<td>.90</td>
</tr>
<tr>
<td>16.</td>
<td>Fertilizer Technology</td>
<td>3.77</td>
<td>1.02</td>
</tr>
<tr>
<td>17.</td>
<td>Budgeting in agriculture</td>
<td>4.39</td>
<td>.92</td>
</tr>
<tr>
<td>18.</td>
<td>Financial management (farm)</td>
<td>4.61</td>
<td>.69</td>
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<tr>
<td>20.</td>
<td>Farm income tax update</td>
<td>3.93</td>
<td>1.11</td>
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<tr>
<td>30.</td>
<td>Dairy ration formulation, nutrition, and health</td>
<td>4.40</td>
<td>1.09</td>
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<tr>
<td></td>
<td>maintenance</td>
<td></td>
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<tr>
<td>33.</td>
<td>New and unique crops and products that can increase</td>
<td>3.76</td>
<td>1.05</td>
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<tr>
<td></td>
<td>farm income</td>
<td></td>
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<tr>
<td>36.</td>
<td>Marketing agriculture products</td>
<td>4.20</td>
<td>.89</td>
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<tr>
<td>37.</td>
<td>Economic applications to productive agriculture.</td>
<td>4.17</td>
<td>.81</td>
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<tr>
<td>40.</td>
<td>Time management</td>
<td>3.94</td>
<td>1.01</td>
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# Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable
Table C-BEd

Major Staff Development Needs of Business Education Staff in the Wisconsin VTAE System
Composite Data - VTAE Districts

<table>
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<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Microcomputers and the office - the effect on entry-level skills</td>
<td>4.01*</td>
<td>1.24*</td>
</tr>
<tr>
<td>4</td>
<td>Software review</td>
<td>3.81</td>
<td>1.13</td>
</tr>
<tr>
<td>5</td>
<td>Data-base management system merging word processing</td>
<td>3.60</td>
<td>1.20</td>
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<tr>
<td>8</td>
<td>Computer networking</td>
<td>3.61</td>
<td>1.28</td>
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<tr>
<td>14</td>
<td>Automated office (computer integrated)</td>
<td>3.62</td>
<td>1.24</td>
</tr>
<tr>
<td>16</td>
<td>Use of electronic spreadsheets</td>
<td>3.69</td>
<td>1.21</td>
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</table>

- OTHER

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Articulation with secondary school teachers</td>
<td>3.70</td>
<td>1.17</td>
</tr>
<tr>
<td>25</td>
<td>Changing scope of the office</td>
<td>3.51</td>
<td>1.24</td>
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<tr>
<td>27</td>
<td>Articulating with business and industry</td>
<td>4.21</td>
<td>.97</td>
</tr>
<tr>
<td>28</td>
<td>Presentations from business and industry</td>
<td>4.05</td>
<td>.95</td>
</tr>
<tr>
<td>29</td>
<td>Automated equipment in business</td>
<td>3.96</td>
<td>1.05</td>
</tr>
</tbody>
</table>

# Statistics are based on the following response scale:

1 = Not Important 4 = Quite Important
2 = Somewhat Important 5 = Very Important
3 = Important NA = Not Applicable
Table C-MD

Major Staff Development Needs of Marketing & Distributive Education Staff in the Wisconsin VTAE System
Composite Data - VTAE District

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Marketing simulations available</td>
<td>3.84*</td>
<td>1.12*</td>
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<tr>
<td>14.</td>
<td>New trends in marketing education (business/corporations visits to discuss trends)</td>
<td>4.13</td>
<td>1.05</td>
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<tr>
<td>15.</td>
<td>Entrepreneurship</td>
<td>3.91</td>
<td>1.01</td>
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<tr>
<td>18.</td>
<td>Speakers on marketing/sales</td>
<td>3.84</td>
<td>.93</td>
</tr>
<tr>
<td>21.</td>
<td>Visiting business/industry personnel hiring graduates</td>
<td>4.11</td>
<td>1.07</td>
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<tr>
<td>22.</td>
<td>Successful marketing techniques</td>
<td>3.96</td>
<td>.95</td>
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Indicate your preference: I prefer updating be offered:

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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</thead>
<tbody>
<tr>
<td>35.</td>
<td>on-site workshop in the district</td>
<td>4.07</td>
<td>1.03</td>
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* Statistics are based on the following response scale:

1 = Not Important  4 = Quite Important
2 = Somewhat Important 5 = Very Important
3 = Important  NA = Not Applicable
Major Staff Development Needs of Health Occupations Staff in the Wisconsin VTAE System
Composite Data - VTAE District

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
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<tbody>
<tr>
<td>2.</td>
<td>Computer applications in clinical evaluation .</td>
<td>3.50*</td>
<td>1.29*</td>
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<tr>
<td>3.</td>
<td>Computerized information management collection, record keeping and patient care systems.</td>
<td>3.64</td>
<td>1.29</td>
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<tr>
<td>4.</td>
<td>Communication skills in staff/client relations .</td>
<td>3.63</td>
<td>1.39</td>
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<tr>
<td>9.</td>
<td>Exposure to new equipment and technology .</td>
<td>4.04</td>
<td>1.10</td>
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<tr>
<td>15.</td>
<td>Evaluation techniques (clinical and classroom) .</td>
<td>4.08</td>
<td>1.07</td>
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<tr>
<td>28.</td>
<td>Management strategies in my field.</td>
<td>3.61</td>
<td>1.21</td>
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<tr>
<td>30.</td>
<td>Career options for students.</td>
<td>3.54</td>
<td>1.22</td>
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<td>32.</td>
<td>State of the art equipment</td>
<td>3.69</td>
<td>1.15</td>
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<td>37.</td>
<td>Sexually transmitted diseases</td>
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<td>38.</td>
<td>Gerontology.</td>
<td>3.50</td>
<td>1.26</td>
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<td>39.</td>
<td>Bioethical issues in health care</td>
<td>3.82</td>
<td>1.07</td>
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<td>Providing access to clinical sites</td>
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<td>1.29</td>
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<tr>
<td>42.</td>
<td>Building liaisons with local health care providers to develop new technologies in field</td>
<td>3.63</td>
<td>1.34</td>
</tr>
</tbody>
</table>

* Statistics are based on the following response scale:

1 = Not Important  4 = Quite Important
2 = Somewhat Important  5 = Very Important
3 = Important  NA = Not Applicable
Table C-HE

Major Staff Development Needs of Home Economics Staff in the Wisconsin VTAE System
Composite Data - VTAE Districts

<table>
<thead>
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<th>STANDARD DEVIATION</th>
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<td>2.</td>
<td>Current developments in business and industry.</td>
<td>4.57*</td>
<td>.81*</td>
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<td>3.</td>
<td>Developing business and industry contacts.</td>
<td>3.88</td>
<td>1.09</td>
</tr>
<tr>
<td>4.</td>
<td>New and emerging careers within an occupational area</td>
<td>4.22</td>
<td>.92</td>
</tr>
<tr>
<td>10.</td>
<td>Staff communications</td>
<td>4.13</td>
<td>1.02</td>
</tr>
<tr>
<td>13.</td>
<td>Identifying changing customer/client needs</td>
<td>4.16</td>
<td>.95</td>
</tr>
<tr>
<td>14.</td>
<td>Enhancing customer relations</td>
<td>4.07</td>
<td>.98</td>
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<td>CHILD CARE</td>
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<td></td>
</tr>
<tr>
<td>21.</td>
<td>Provide up-to-date programming/curriculum for the young children</td>
<td>4.17</td>
<td>1.20</td>
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<tr>
<td>22.</td>
<td>Assisting children in building positive self esteem</td>
<td>4.53</td>
<td>1.01</td>
</tr>
<tr>
<td>24.</td>
<td>Developing different options for providing child care (i.e., day care for the sick child, after/before school care, infant care)</td>
<td>4.17</td>
<td>1.15</td>
</tr>
<tr>
<td>25.</td>
<td>Providing for communications with parents/guardian</td>
<td>4.00</td>
<td>1.19</td>
</tr>
<tr>
<td>28.</td>
<td>Child custody issues impact on child care industry</td>
<td>4.06</td>
<td>1.03</td>
</tr>
</tbody>
</table>

* Statistics are based on the following response scale:

1 = Not Important
2 = Somewhat Important
3 = Important
4 = Quite Important
5 = Very Important
NA = Not Applicable
# Table C-HE (continued)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
<th>MEAN</th>
<th>STANDARD DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HOSPITALITY/FOOD SERVICE/BAKING</td>
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<tr>
<td>30.</td>
<td>Identifying the changing customer needs</td>
<td>4.44</td>
<td>.86</td>
</tr>
<tr>
<td>31.</td>
<td>Emerging technologies (i.e., irradiation process)</td>
<td>4.06</td>
<td>.79</td>
</tr>
<tr>
<td>34.</td>
<td>Building a positive industry image</td>
<td>4.44</td>
<td>.82</td>
</tr>
<tr>
<td>37.</td>
<td>Production standards</td>
<td>4.09</td>
<td>.90</td>
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<tr>
<td></td>
<td>CLOTHING/INTERIOR DESIGN/FLORAL DESIGN</td>
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<tr>
<td>40.</td>
<td>Computer aided design</td>
<td>4.00</td>
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<tr>
<td>41.</td>
<td>New design concepts</td>
<td>4.00</td>
<td>1.41</td>
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<tr>
<td>42.</td>
<td>New developments in textiles</td>
<td>4.00</td>
<td>.87</td>
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<tr>
<td>43.</td>
<td>Identifying changing client needs</td>
<td>4.78</td>
<td>.44</td>
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<tr>
<td>44.</td>
<td>Emerging technologies in the clothing and design industry (i.e., new automated production)</td>
<td>4.33</td>
<td>.82</td>
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<tr>
<td>45.</td>
<td>Knowledge of new techniques</td>
<td>4.44</td>
<td>.73</td>
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<tr>
<td>46.</td>
<td>Knowledge of new/emerging production standards</td>
<td>4.38</td>
<td>.52</td>
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<tr>
<td></td>
<td>COSMETOLOGY</td>
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<tr>
<td>47.</td>
<td>Helping students understand the profession of cosmetology</td>
<td>4.13</td>
<td>1.02</td>
</tr>
<tr>
<td>49.</td>
<td>Sales/marketing for the cosmetology industry</td>
<td>4.31</td>
<td>.95</td>
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<tr>
<td>51.</td>
<td>Working with new technologies and products in the cosmetology industry</td>
<td>4.56</td>
<td>.63</td>
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<tr>
<td>53.</td>
<td>Developing and meeting competency standards in the industry</td>
<td>4.44</td>
<td>.81</td>
</tr>
</tbody>
</table>

Indicate your preference: I prefer updating be offered:

- on-site workshop in the district | 4.09 | 1.17
Table C-TI

Major Staff Development Needs of Trade & Industry Staff
in the Wisconsin VTAE System
Composite Data - VTAE District

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>TOPICS/AREA OF NEED</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>• GENERAL</td>
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<tr>
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</tr>
<tr>
<td>3.</td>
<td>Computer applications in T&amp;I</td>
<td>3.97*</td>
<td>1.08*</td>
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<tr>
<td>5.</td>
<td>Interfacing of computer in T&amp;I areas</td>
<td>3.79</td>
<td>1.17</td>
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<tr>
<td>32.</td>
<td>Locating business/industry who will donate or sell equipment at a reduced cost</td>
<td>3.80</td>
<td>1.22</td>
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<tr>
<td>34.</td>
<td>Recruitment and placement</td>
<td>4.06</td>
<td>1.14</td>
</tr>
<tr>
<td>35.</td>
<td>Job opportunities related to my program</td>
<td>4.21</td>
<td>1.02</td>
</tr>
<tr>
<td>36.</td>
<td>Maintain contact with employers</td>
<td>4.25</td>
<td>.93</td>
</tr>
<tr>
<td>39.</td>
<td>Use industry expertise to conduct in-service programs</td>
<td>3.77</td>
<td>1.01</td>
</tr>
<tr>
<td>40.</td>
<td>Use work experience for upgrading</td>
<td>3.98</td>
<td>1.01</td>
</tr>
<tr>
<td>• AUTOMOTIVE/DIESEL</td>
<td></td>
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<tr>
<td>42.</td>
<td>Automotive electronics for 1987 and beyond</td>
<td>4.18</td>
<td>1.21</td>
</tr>
<tr>
<td>43.</td>
<td>Federal and state laws covering auto repairs</td>
<td>3.71</td>
<td>1.35</td>
</tr>
<tr>
<td>45.</td>
<td>Future automobiles and their repairability</td>
<td>3.88</td>
<td>1.29</td>
</tr>
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<td>46.</td>
<td>Technical updating by the auto manufacturers</td>
<td>4.09</td>
<td>1.19</td>
</tr>
<tr>
<td>48.</td>
<td>Computer controlled ignition, carburetor and emission systems</td>
<td>3.86</td>
<td>1.31</td>
</tr>
<tr>
<td>49.</td>
<td>Electronic fuel injection</td>
<td>3.94</td>
<td>1.31</td>
</tr>
<tr>
<td>56.</td>
<td>Automotive service equipment update</td>
<td>3.76</td>
<td>1.26</td>
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<tbody>
<tr>
<td>64.</td>
<td>Computer aided design and computer aided manufacturing (CAD/CAM)</td>
<td>3.82</td>
<td>1.27</td>
</tr>
<tr>
<td>69.</td>
<td>Computer aided design and computer aided manufacturing (CAD/CAM)</td>
<td>3.84</td>
<td>1.21</td>
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<tr>
<td>94.</td>
<td>Programmable controllers and service mechanisms.</td>
<td>3.83</td>
<td>1.25</td>
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<tr>
<td>104.</td>
<td>Electronics.</td>
<td>3.96</td>
<td>1.36</td>
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<tr>
<td>112.</td>
<td>Computer interfacing with electromechanical devices.</td>
<td>3.91</td>
<td>1.19</td>
</tr>
</tbody>
</table>

Indicate your preference: I prefer updating be offered:

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<tr>
<td>131.</td>
<td>3.86</td>
<td>1.30</td>
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<tr>
<td>138.</td>
<td>4.08</td>
<td>1.11</td>
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</table>