Classified Staff Professional Development Day

Workshop EVALUATION

**Workshop Title: Lancer Point Budget & Requisitions**

**Presenter Mary Lou**

Amount of Votes

2. One or more specific strategies I have learned to implement include…

* Finding complete but not approved requisitions purchase orders
* Finding vendors using %
* Complete a requisition successfully
* Job related task
* Locating requisitions (3 responses)
* Check progress
* Quick reference guide
* “tab”
* Overall strategies
* Checking history of my requisition
* Querying documents (2 responses)
* Check for budget allocations (2 responses)
* Task: checking budget amounts
* FOADOCU
* Working through banner
* Write down the object-cryptic names
* Search queries in banner

3. What I like best about the workshop content and/or facilitation…

* Handout with visual and highlighted important information
* Presenter was knowledgeable (7 responses)
* Having instruction book
* Very helpful
* Very easy to use
* FOADOCU
* Good visuals, good handouts/manual, and assistance
* Handouts (4 responses)
* Clear and more logical than the first demo over the summer
* People
* Slow pace
* Being walked through to cover all possible issues
* Reinforced what I knew (2 responses)
* Very informative

4. Ways I think the activity content and/or facilitation could improve…

* It was fun
* To do it in a slower pace
* We need more workshops on this requisition system
* Just need to continue to practice
* Watching a basic video in the beginning of the meeting
* Everything was excellent
* Nice to know we have Lisa Brown accessible to us
* More time more topics (1 responses)
* Group
* Facilitator was very good and clear
* Rename the object names- make it easier to remember
* Was not able to participate without clearance to this program