

Clayton State University
Harry S. Downs Center for Continuing Education

Prospective Instructor Skills Survey

Please complete this form and return it with a copy of your current resume and professional references. **Submit this information by mail to:** Clayton State University, Harry S. Downs Center for Continuing Education, 2000 Clayton State Blvd., Morrow, GA 30260 Attn: Assuanta Collins **or by fax to:** (678) 466-5089 **or by email to** assuantacollins@clayton.edu.

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Work Phone: _____ **Home Phone:** _____

Email Address: _____

TRAINING EXPERIENCE

Please check the items below that you are qualified to teach based on your prior experience.

ACADEMIC SKILLS

- Accent Reduction
- Basic Math Essentials
- Basic Writing Skills
- English as a Second Language
- English Grammar and Writing
- SAT Test Preparation
- Praxis Levels I & II Test Preparation
- Other: _____

ALLIED HEALTH

- CPR/First Aid Training
- Healthcare Management
- Human Anatomy and Physiology
- Medical Billing and Coding
- Medical Terminology Medical Insurance
- Other: _____

BUSINESS AND FINANCIAL SERVICES

- Payroll

- Income Taxes
- Accounting Principles
- Budgeting
- Quickbooks
- Other: _____

CAREER DEVELOPMENT

- Myers Briggs
- Strong Inventory Skills
- Change Management
- Goal Setting and Action Plans
- Resume Writing
- Interviewing
- Other: _____

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Keyboarding
- Website Development
- Internet
- Palm Basics
- Network Security
- Computer repair and updates
- A+ Certification test preparation
- MCSE training
- QuickBooks
- Other: _____

CUSTOMER SERVICE

- Working with difficult customers
- Telephone skills and etiquette
- E-mail skills and etiquette
- Working with diverse customers
- Other: _____

EMPLOYEE DEVELOPMENT

- Effective listening skills
- Public Speaking & Presentation Skills
- Time Management
- Stress Management
- Conflict Resolution
- Team Building
- Diversity Training
- Meeting/Event Planning
- Business Writing

- Train the Trainer
- Other: _____

INDUSTRIAL TECHNOLOGY SKILLS

- Automotive Mechanics
- Boiler Maintenance
- Carpentry
- Electrical/PLC
- Fiber Optics
- HVAC-R
- Plumbing
- Supervisory Skills
- Technical Math
- Water Management and Treatment
- Welding
- Other: _____

LANGUAGES

- Chinese
- French
- German
- Italian
- Japanese
- Russian
- Spanish for Administrators
- Spanish for Construction
- Spanish for Customer Service
- Spanish for Health Care Professionals
- Other: _____

MANAGEMENT SKILLS

- Skills for New Supervisors
- Coaching & Counseling Skills
- Understanding Financial Statements
- Delegating
- Keeping Good Employees
- Supervising Difficult Employees
- Providing Effective Performance Evaluations
- Interviewing, Hiring & Firing
- Conflict Resolution
- Other: _____

NON-PROFIT MANAGEMENT SKILLS

- Fundraising for Not-for-Profits
- Grant Writing for Beginners
- Managing Non-profit Organizations
- Business Plan Writing for Non-profits
- Other: _____

Do you regularly develop your own training materials? Yes No

If yes, please indicate the format that you have used.

- Booklets/Manuals
- Overhead
- PowerPoint
- Writing/Speaking
- WEB CT/ Blackboard

Can you facilitate On-line classes? Yes No

Indicate your availability by placing a check mark next to all that applies:

AM PM Weekends

Remember to return this completed survey with a copy of your current resume and professional references.