

Preparing Data Tables: Basic Skills Check - End of Course Survey

Congratulations on completing this course!

Your feedback on the course is greatly appreciated. This survey will take about 5 minutes to complete. If you choose to provide detailed feedback (appreciated but not necessary) it may take longer.

Paperwork Reduction Act Statement

A Federal agency may not conduct or sponsor an information collection subject to the requirements of the Paperwork Reduction Act unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0412-0609 (expires 04/30/2024). Without this approval, we could not conduct this survey. Public reporting for this survey is estimated to be approximately 5 minutes per response. All responses to this survey are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to icrteam@usaid.gov.

Privacy Notice

This anonymous survey comes to you from the Data Literacy Working Group (DLWG) of the USAID Data Administration and Technical Advisory Board (DATA Board). Your responses will help us improve the quality and relevance of existing and future trainings, workshops and other resources. Your participation is voluntary and you may exit the survey at any time.

Individual survey responses will be accessible by members of the DLWG and Data Services team. Responses may be aggregated and shared with the USAID DATA Board; quotes may be shared with no attribution.

Do not include any personally identifying information for yourself or others, including email, in your responses below. Contact Margaret Richards (mrichards@usaid.gov) with any questions or concerns.

1. Did this course meet your expectations and needs?

Mark only one oval.

	1	2	3	4	
	<hr/>				
Not at all	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	To a great extent
	<hr/>				

2. **What motivated you to take this course?**

Check all that apply.

- ☐ Professional Development: I wanted to enhance my skills and knowledge for my current job role.
- ☐ Requirement: It's compulsory for my position or department.
- ☐ Career Advancement: I believed this course would help me in future promotions or job opportunities.
- ☐ Personal Interest: The content of the course intrigued me or aligned with my personal interests.
- ☐ Recommendation: A colleague or supervisor suggested it.
- ☐ To Increase Efficiency: I believed the course could help me work more efficiently or effectively.
- ☐ Certification/Qualification Needs: I needed it to fulfill a certification or qualification requirement.
- ☐ To Stay Updated: I wanted to stay current with the latest trends, tools, or practices in my field.
- ☐ Organizational Benefits: I believed this knowledge would benefit my team or organization.
- ☐ Continuous Learning: I am committed to lifelong learning and take courses regularly.
- ☐ Other: _____

3. **How easy or difficult was it to navigate and complete the course?**

Mark only one oval.

	1	2	3	4	
<hr/>					
Very difficult	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very easy
<hr/>					

4. Prior to taking this course, how would you have described your capacity to do each of the following?

Mark only one oval per row.

	1: I couldn't do this	2: I could do this a little	3: I was pretty good at this	4: I was very good at this
Prepare data tables for general use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare data tables for display in presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare data tables for analysis (prepare machine- readable data)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Which of the following best describes how you think the course has influenced or supported your ability to do each of the following?

Mark only one oval per row.

	1: Not at all	2: Very little	3: Somewhat	4: A great deal
Prepare data tables for general use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare data tables for display in presentations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare data tables for analysis (prepare machine- readable data)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Tell us about yourself

6. **Which best describes your position at USAID?**

DH = Direct-Hire; NDH = Non-Direct-Hire

Mark only one oval.

- ☐ DH: Administratively Determined (AD)
- ☐ DH: Career Candidate Corps (C3)
- ☐ DH: Development Leadership Initiative (DLI)
- ☐ DH: Foreign Service (FS)
- ☐ DH: Foreign Service Senior Management Group (FS-SMG)
- ☐ DH: Foreign Service National (FSN)
- ☐ DH: Foreign Service Limited (FSL)
- ☐ DH: General Schedule (GS)
- ☐ DH: General Schedule A (GS Schedule A)
- ☐ DH: Participating Agency Service Agreement (PASA)
- ☐ DH: Presidential Management Fellow (PMF)
- ☐ DH: Personal Services Contractor (PSC)
- ☐ DH: Senior Executive Service (SES)
- ☐ DH: When Actually Employed (WAE)
- ☐ DH: Other
- ☐ NDH: Intern
- ☐ NDH: American Association for the Advancement of Science (AAAS) Science & Technology Policy Fellow (AAAS Fellow)
- ☐ NDH: Institutional Support Contractor (ISC)
- ☐ NDH: Intergovernmental Personnel Act (IPA) Mobility Program
- ☐ NDH: Jefferson Fellow
- ☐ NDH: Other Fellow
- ☐ NDH: Other

7. **How much data-related ____ have you had?**

We understand few people have regular 'full-time' data-related experience or education; estimate your total experience and education as best as you can.

Mark only one oval per row.

	Less than a year	1-4 years	5-8 years	9-12 years	More than 12 years
education / training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
professional or other experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. To what extent do you have to ____ data as a part of your work at USAID?

Mark only one oval per row.

	Never	Rarely (less than once / month)	Occasionally (a few times a month)	Often (a few times a week)	Regularly (daily or almost daily)
read and understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
analyze and interpret	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
communicate/ report with or about	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
design or oversee collection of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
collect and compile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
manage, store and/ or share	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. How did you hear about this course?

Check all that apply.

- ☐ Agency-wide notice
- ☐ Other Agency newsletter
- ☐ Listserv or interest group mailing list
- ☐ Colleague
- ☐ Supervisor
- ☐ My USAID
- ☐ USAID University
- ☐ Other: _____

We would appreciate your feedback on any aspect of this course or data support at USAID.

*If you'd like to discuss any topic or receive a response from us please email Margaret Richards:
mrichards@usaid.gov.*

10. What did you like or dislike about this course and how would you improve it?

11. What other topics, courses, resources, or tools related to data would help you do your work or meet personal professional development goals?

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