Leadership and Management: Case Studies in Training in Higher Education in Africa

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APPENDIX B
QUESTIONNAIRE FOR ONLINE SURVEY

Senior Academic Leadership Training (SALT)

INTRODUCTION

We are requesting your assistance to evaluate the SALT programme offered by the NCTE from 2012 to 2014. The NCTE has developed and offered an extensive training programme in management and leadership with support from Carnegie Corporation of New York. As part of the conditions of the grant, a systematic assessment of the programme has to be completed.

The purpose of this assessment is not only to evaluate the implementation and impact of the programme but also to gain knowledge on how the programme can be improved for future implementations.

We wish to assure you of the confidentiality of your responses. The final report on this survey will not contain any references to specific individuals. We therefore would like to invite you to be as open, detailed and frank as possible in your comments on the SALT programme.

A. PREPARATION

1. How did you originally become aware of the SALT programme?

<table>
<thead>
<tr>
<th>Option</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informed by Vice-Chancellor</td>
<td>1</td>
</tr>
<tr>
<td>Told by a colleague</td>
<td>2</td>
</tr>
<tr>
<td>Informed through communication from NCTE</td>
<td>3</td>
</tr>
<tr>
<td>Can't remember</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
</tr>
</tbody>
</table>

(Please specify: ______________________________________________________)

2. How far in advance were you notified of the workshop?

<table>
<thead>
<tr>
<th>Option</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>A week or less</td>
<td>1</td>
</tr>
<tr>
<td>Two to four weeks</td>
<td>2</td>
</tr>
<tr>
<td>More than a month</td>
<td>3</td>
</tr>
<tr>
<td>Can't remember</td>
<td>4</td>
</tr>
</tbody>
</table>

3. Did you volunteer to attend or were you recommended by a colleague or superior?

<table>
<thead>
<tr>
<th>Option</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteered</td>
<td>1</td>
</tr>
<tr>
<td>Recommended</td>
<td>2</td>
</tr>
</tbody>
</table>

4. Did you receive an outline of the workshop beforehand (i.e. what the training would cover)?

<table>
<thead>
<tr>
<th>Option</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>

5. Did you receive any reading materials beforehand?

<table>
<thead>
<tr>
<th>Option</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
</tbody>
</table>
6.1. How would you rate NCTE's overall preparations for the workshop?

Tick only one category

<table>
<thead>
<tr>
<th>a. Excellent</th>
<th>b. Good</th>
<th>c. Poor</th>
<th>d. Very poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

6.2. Give a reason for your rating above

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. What could NCTE do to improve their preparation for the SALT programme?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

B. WORKSHOP RATINGS

8. How do you rate the value of the SALT programme to your work?

<table>
<thead>
<tr>
<th>Of no value at all</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Of great value</th>
</tr>
</thead>
</table>

9. Overall, how do you rate the balance of theoretical and practical elements in the SALT programme?

<table>
<thead>
<tr>
<th>Too theoretical</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Too practical</th>
</tr>
</thead>
</table>

10.1 How do you rate the overall quality of:

<table>
<thead>
<tr>
<th></th>
<th>Excellent 1</th>
<th>Good 2</th>
<th>Fair 3</th>
<th>Poor 4</th>
<th>Very poor 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) the course content?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) the training materials?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) the presenters?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) the training venue?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) the accommodation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) the overall organisation of the course?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10.2 Where you have answered “poor” or “very poor” please provide some detail

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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Appendix B Questionnaire for online survey

11. Which single aspect of the SALT programme has been most valuable to your job? Please elaborate on your response

12. Which aspect of the SALT programme has been least valuable to your job? Please elaborate on your response

13. Which other topics would you have liked to have more training in?

14. Which topics would you recommend be omitted from future programmes?

15. Which presenter or presentation in the programme did you feel was the most informative?

16. Which presenter or presentation in the programme would you say was the least informative?
Appendix B Questionnaire for online survey

17.1 How would you rate SALT programme overall?

*Tick only one category*

<table>
<thead>
<tr>
<th>a. Excellent</th>
<th>b. Good</th>
<th>c. Poor</th>
<th>d. Very poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

17.2 Give a reason for your rating above

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

18. What could NCTE do to improve the programme?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

C. AFTER THE TRAINING

19.1 Could you make any changes to your leadership and management practices as a result of the training programme?

Yes/No_______

19.2 If yes, describe those changes. If no, explain what barriers there are to you changing your practices

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

20.1 Has there been any follow-up contact or activity by NCTE after the workshops? Yes  No

20.2 If there was contact, what was the nature of the contact?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
21. What are your recommendations for NCTE activity after the workshops to ensure that participants get the most benefit from the workshops?

D. Information

Gender
Age
University
Position at university
Years in this position

THANK YOU FOR YOUR TIME