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**DEPARTMENT OF NATIONAL DEFENCE
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**DIRECTORATE OF STRATEGIC HUMAN RESOURCE
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DIRECTORATE MILITARY GENDER INTEGRATION AND
EMPLOYMENT EQUITY**

DSHRC RESEARCH NOTE RN 04/01

**AN ANALYSIS OF THE 2001 EMPLOYMENT EQUITY AND
ADVISORY GROUP WORKSHOP EVALUATION AND
FEEDBACK QUESTIONNAIRE**

**By
N.J. Holden**

AUGUST 2001

DEPARTMENT OF NATIONAL DEFENCE

CANADA

DIRECTORATE OF STRATEGIC HUMAN RESOURCES COORDINATION

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DIRECTORATE MILITARY GENDER INTEGRATION AND
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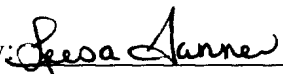
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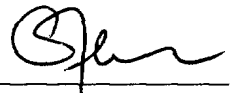
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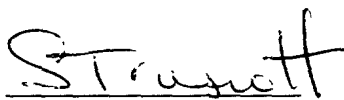
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Abstract

The Director of Military Gender Integration and Employment Equity (DMGIEE) held an Employment Equity (EE) and Advisory Group (AG) Workshop in March 2001. Overall, the workshop was a success, according to an analysis of the Evaluation and Feedback Questionnaire completed by 74% of the delegates. Delegates were extremely happy with all of the logistics for the workshop. In general, all of the sessions presented over the three days were also rated highly, with the Diversity Training and the "Black Battalion" Video sessions being rated the highest. Delegates also felt that both Human Resource (HR) staff and Operational/Non HR staff would benefit from attending this type of workshop. In the future, the majority of delegates would like to see an EE workshop being held once year, for at least 3 days, in rotating locations across Canada, in either the Spring or Fall.

Résumé

La Direction - Intégration des genres et équité en matière d'emploi (militaires) (DIGEEM) a présenté un atelier sur l'équité en matière d'emploi (EE) et les groupes consultatifs (GC) en mars 2001. Globalement, si on se fie à une analyse des résultats du questionnaire d'évaluation et de rétroaction rempli par 74 % des participants, l'atelier a été un succès. Les participants ont été extrêmement satisfaits de tous les aspects de l'atelier liés à la logistique. En général, toutes les séances tenues au cours de ces trois jours ont reçu des notes élevées, la formation sur la diversité et la vidéo sur le « Bataillon noir » recevant les meilleures notes. Les participants croient également que le personnel des ressources humaines (RH) et celui de l'exploitation (autre que les Ressources humaines) tireraient partie de ce genre d'atelier. La majorité des participants aimeraient qu'il y ait dorénavant chaque année un atelier sur l'EE; celui-ci durerait au moins trois jours et se déroulerait en alternance partout au Canada, au printemps ou à l'automne.

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AN ANALYSIS OF THE 2001 EMPLOYMENT EQUITY AND ADVISORY GROUP WORKSHOP EVALUATION AND FEEDBACK QUESTIONNAIRE

Introduction

1. The Director of Military Gender Integration and Employment Equity (DMGIEE) held an Employment Equity (EE) and Advisory Group (AG) Workshop in Toronto, Ontario, from 28 to 30 March 2001. The aim of the workshop was to explain new developments in EE for the Canadian Forces (CF), with a special emphasis on the role of the departmental Defence AGs. The workshop was intended primarily for EE or Diversity Co-ordinators within the CF, as well as the National Co-Chairs of the four Defence AGs. In addition, any military or civilian member of the Department of National Defence (DND) who was interested in establishing an AG on their Base/Wing was invited to attend.

Aim

2. The aim of this paper is to provide a summary of the Evaluation and Feedback Questionnaire completed by participants at the 2001 EE and AG Workshop.

Methodology

3. On the last day of the EE and AG Workshop, a questionnaire was handed out to all participants to obtain their feedback. In total, 69 participants were given the opportunity to complete the questionnaire, with a 74% response rate (n=51). The questionnaire was divided into four sections: Delegate Information, Workshop Organization, Workshop Content and Future EE and AG Workshops. A combination of closed and open-ended questions were asked in each section to obtain both quantitative and qualitative data. A copy of the Evaluation and Feedback Questionnaire can be found in Annex A.

Results

4. **Delegate Information** – When asked the question of how the delegate found out about the workshop, 33% said it was through the chain of command, 29% through an AG and 24% through email. No one who attended the workshop reported receiving a direct fax. The role in which the delegates were participating during this workshop varied: 31% were AG members,

26% were EE Staff Officers, 18% were Human Resource Business Managers (HRBMs) and 16% were potential AG members. When delegates were asked why they attended this workshop, 45% stated they work in the EE area; 20% attended because they were interested in starting an AG; and 14% attended out of curiosity or for investigational purposes. Fourteen percent (14%) reported “other” reasons for attending. Examples of the qualitative responses to the “other” category include “AG co-chair”, “networking”, “to learn more about EE” and “an interest in advancing EE”. Only 8% of delegates were directed to attend or had no choice.

5. **Workshop Organization** – The questions within this section were designed to assess the logistics, accommodations, meals and length of workshop as well as general comments on the overall organization. Results in the section were very positive. With regards to the joining instructions, 84% of people were more than satisfied, i.e., either very satisfied or extremely satisfied, and 92% of people were more than satisfied with the delegate package handed out upon arrival to the hotel. The choice of the Toronto Marriott Airport Hotel was overwhelmingly supported, with 98% of the delegates more than satisfied. The meals provided by the Marriott were rated highly as well, with 82% of people extremely satisfied. As for the length of the workshop, 57% were very satisfied and 22% were extremely satisfied with the length. General comments were very positive, with compliments to the organizers of the workshop. As one delegate stated, “The usual confusion of such an event was nowhere to be seen – Bravo to the organizers!” Suggestions were made that more of the “middle management” should have been present and that a briefing of the CF EE Plan would have been beneficial.

6. **Workshop Content** – This section of the questionnaire provided delegates with an opportunity to rate each session during the three days of the workshop. Table I summarizes the results from each presentation/session. The Diversity Training and the “Black Battalion” Video sessions were rated the highest, with 93% and 97% of delegates respectively stating they were more than satisfied with the presentations. Overall, all sessions were rated highly by delegates, but two sessions seemed to have lower satisfaction rates as compared to the other sessions. These two sessions were the Environmental Chiefs of Staff (ECS) and Group Principal Plans, with only 41% more than satisfied, and the Marketing Diversity in the CF session with just 49% more than satisfied.

TABLE I: SUMMARY OF RATINGS FOR THE WORKSHOP CONTENT

	Not At All Satisfied 1	Somewhat Satisfied 2	Satisfied 3	Very Satisfied 4	Extremely Satisfied 5
DAY 1					
Harassment Policy		2%	28%	55%	14%
Self-Id Census		2%	33%	53%	12%
Marketing Diversity in the CF		4%	45%	39%	10%
ECS and Group Principal Plans	2%	18%	37%	31%	10%
DAY 2					
AG Secretariat's Role and Responsibilities			22%	59%	14%
AG Workshop - Presentations		4%	24%	39%	28%
AG Workshop – Discussion Groups	6%	10%	18%	39%	22%
“The Black Battalion” Video		2%		22%	75%
DAY 3					
Diversity Training			6%	16%	77%
MABCFGIEE Presentation			8%	33%	24%
Panel Discussion			2%	31%	22%

Note: Rows may not total 100% due to rounding and non-response

7. When delegates were asked to consider the whole workshop and what sessions were the most useful, the majority of delegates reported Dr. Neil McDonald’s diversity training as the most useful. Delegates made comments such as “Dr. McDonald – he opened my eyes and gave me useful tools (valid arguments to use with “non-believers”)” and one delegate found the diversity training useful “because it reassures me my efforts in EE are justified”. When asked which session was the least useful, the comments were split between the ECS Plans and the AG Discussion Groups. With regards to the ECS Plans, delegates found that the content of each presentation was not consistent across the groups and that perhaps more direction should be given in future to prevent this. The general feeling with the AG Discussion Groups was that they were a little disorganized and they would have been better with a facilitator.

8. Delegates were also asked whether or not their expectations for the workshop were met. The majority of responses were “yes” and many said it exceeded their expectations. There were a few people, however, that were a little disappointed to not have received more specific information on how to set up an AG and they felt that there was not enough time for questions and answers. When rating the overall workshop, 90% of delegates were more than satisfied with the workshop.

9. **Future Employment Equity and Advisory Group Workshops** – In this section, questions were asked in relation to whether or not current delegates would recommend this workshop to others in the future, how frequently the workshops should be held, what length they should be, and what should be the location and time of year. When asked if they would recommend future workshops to Human Resource (HR) Staff and Operational/Non HR Staff (eg. Unit CO), 94% and 82% of delegates respectively said yes. Examples of comments made by delegates for reasons why HR Staff should attend ranged from “they need to network”, “should be compulsory for all HR staff”, “they can assist with education, promotion and awareness”, and “they have a key education/implementation role”. It was felt that Op/Non HR Staff should attend because “middle management is often the problem in ... implementation – Give CO’s skills to introduce, guide and be successful in EE at both implementation and maintenance levels – Don’t keep preaching to the converted”. It was also felt that this group needs to be advised on the current issues of EE and that “CO’s need to realize and recognize areas of responsibility”.

10. When asked about the future frequency of EE workshops, the majority of delegates (65%) said “once a year”. Approximately 47% of delegates reported 3 days as the ideal length of future workshops, with 18% reporting 2 days and 20% reporting 4 days as the ideal length. Suggestions for locations of future workshops included Toronto, Montreal, Vancouver, Ottawa, Halifax and Winnipeg. Delegates would also like to see the workshops rotated to different parts of Canada – from coast to coast and a stop in central Canada. Some would also like to see these workshops take place on the Bases/Wings across Canada. When asked about what time of year would be best to hold future workshops, two main responses were found. One was to hold the workshops in the Fall, just after the active posting season (APS), so anyone new coming into the area of EE would be able to “get up-to-speed” on the issues. The other was to have it in April or May just after the fiscal year end.

Conclusions and Recommendation

11. Overall, the 2001 EE and AG Workshop held in Toronto was a success according to the Evaluation and Feedback Questionnaire completed by 74% of the delegates. Delegates were extremely happy with all of the logistics for the workshop, especially the accommodations at the Toronto Marriott Airport Hotel. In general, all the sessions presented over the three days were also rated highly, with the Diversity Training and the "Black Battalion" Video sessions being rated the highest. In the future, the majority of delegates would like to see an EE Workshop being held once year, for at least 3 days, in rotating locations across Canada, in either the Spring or Fall.

12. It is recommended that DMGIEE conduct another three-day EE workshop in May 2002, to be held in Ottawa, and that HR and Op/Non HR Staff should both be encouraged to attend.

Annex A – The Questionnaire

2001 Employment Equity and Advisory Groups Workshop Evaluation and Feedback Questionnaire

Please complete the following sections. Where a numerical rating between 1 and 5 is requested, please use the following scale:

- 1 Not at all satisfied/did not meet my expectations/not useful to me
- 2 Somewhat satisfied/met some of my expectations/somewhat useful to me
- 3 Satisfied/met my expectations/useful to me
- 4 Very satisfied/somewhat exceeded my expectations/very useful to me
- 5 Extremely satisfied/exceeded my expectations/extremely useful to me

Delegate Information

How did you learn about this workshop:

Chain of command _____ Friend/Fellow worker _____ Advisory Group _____
 Direct Fax _____ e-mail _____ Other (please specify) _____

In what role did you participate in this workshop:

EE Staff Officer _____ HRBM _____ Advisory Group Member _____
 Potential Advisory Group member _____ Other (please specify) _____

Why did you attend this workshop?

Directed to Attend/No choice _____ Interested in Starting an Advisory Group _____
 Work in EE Area _____ Curious/Investigational _____
 Other (please specify) _____

What were your expectations for this workshop?

Workshop Organization

How did you find the (please feel free to provide comments/suggestions – if you need more space please use other side of the sheet):

Joining Instructions	1 2 3 4 5	_____
Delegate Information Package	1 2 3 4 5	_____
Accommodation	1 2 3 4 5	_____
Meals	1 2 3 4 5	_____
Length of Workshop	1 2 3 4 5	_____
Other (please specify)	1 2 3 4 5	_____

General Comments:

Workshop Content

Please rate the following workshop sessions (again, please feel free to provide comments/suggestions – if you need more space please use the other side of the sheet):

Day One – March 28th

Harassment Policy	1	2	3	4	5	_____
Self-Identification Census in the CF	1	2	3	4	5	_____
Marketing Diversity in the CF	1	2	3	4	5	_____
ECS and Group Principal Plans	1	2	3	4	5	_____

Day Two – March 29th

AG Secretariat’s Role and Responsibilities	1	2	3	4	5	_____
AG Workshop Presentations	1	2	3	4	5	_____
Discussion Groups	1	2	3	4	5	_____
“The Black Battalion” Video	1	2	3	4	5	_____

Day Three – March 30th

Diversity Training	1	2	3	4	5	_____
MABCFGIEE Annual Report Presentation	1	2	3	4	5	_____
Panel Discussion	1	2	3	4	5	_____

Considering the whole workshop:

What did you find to be the most useful session and why?

What did you find to be the least useful session and why?

Were your expectations for this workshop met, and if not, why not?

Please provide and overall rating of this workshop 1 2 3 4 5

Future Employment Equity and Advisory Group Workshops

Would you recommend attending future workshops to:

HR Staff Yes _____ No _____ Please explain _____

Op/Non HR Staff (e.g. Unit CO) Yes _____ No _____ Please explain _____

How frequently do you think we should hold future workshops:

More frequently than once a year _____ Once a year _____ Every Two years _____

Other (please specify) _____

What would you consider to be the ideal length of a future workshop:

One day _____ Two days _____ Three days _____ Four days _____

Other (please specify) _____

What location(s) would you suggest for future workshops

What time of year would you recommend for holding future workshops and why

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