# Developing [State or Districts]’s Needs Assessment

# Module 1: Overview and Purpose of Needs Assessment

**Month Day, 2020**

**Location  
City, State**

***Overarching Goal:*** To support a [State or district] in developing a comprehensive needs assessment process that can be used by local schools, customized to an individual state, for implementation at the local level. Please note that this module focuses on developing a standard needs assessment process rather than conducting a needs assessment at the school level.

## Agenda

**Participant Outcomes:**

As a result of this module, participants will be able to:

* Understand and discuss what a needs assessment is.
* Understand and discuss considerations for making a needs assessment successful.
* Complete a draft purpose statement for the needs assessment process.

| Time | Session | |
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| x:xx–x:xx a.m. | | Welcome, Overview, and Introductions |
| x:xx–x:xx a.m. | | Ice Breaker |
| x:xx–x:xx a.m. | | Setting the Stage: Meeting Norms |
| x:xx–x:xx a.m. | | Purpose of the Needs Assessment in [State or District] |
| x:xx–x:xx a.m. | | Elements of a Successful Needs Assessment |
| x:xx–x:xx p.m. | | Reflect on Session and Next Steps |
| x:xx p.m. | | Adjourn |