# Developing a [State or District]’s Needs Assessment Module 2: Review of Examples and Lessons Learned

**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 schools 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: do the following

* Reflect and provide feedback on previous needs assessment processes.
* Inform development of a new state needs assessment through review of other state examples.

| Time | Session |
| --- | --- |
| x:xx–x:xx a.m. | Welcome, Overview, Introductions, and Ice Breaker |
| x:xx–x:xx a.m. | Setting the Stage: Meeting Norms |
| x:xx–x:xx a.m. | Organizing Principles: Content, Process, Presentation |
| xx:xx a.m.–xx:xx p.m. | Learning From the Past: Reflect on Previous Processes |
| xx:xx–xx:xx p.m. | Review of Other State Education Agency Tools and Processes |
| x:xx–x:xx p.m. | Large-Group Discussion |
| x:xx–x:xx p.m. | Reflect on Module and Next Steps |
| x:xx p.m. | Adjourn |