

# 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
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

Time	Session
x:xx p.m.	Adjourn