

# 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