Developing a State's Needs Assessment Module 2: Review of Examples and Lessons Learned

[Presenter Names]

[Date]

State Support Network

Partnering for School Improvement

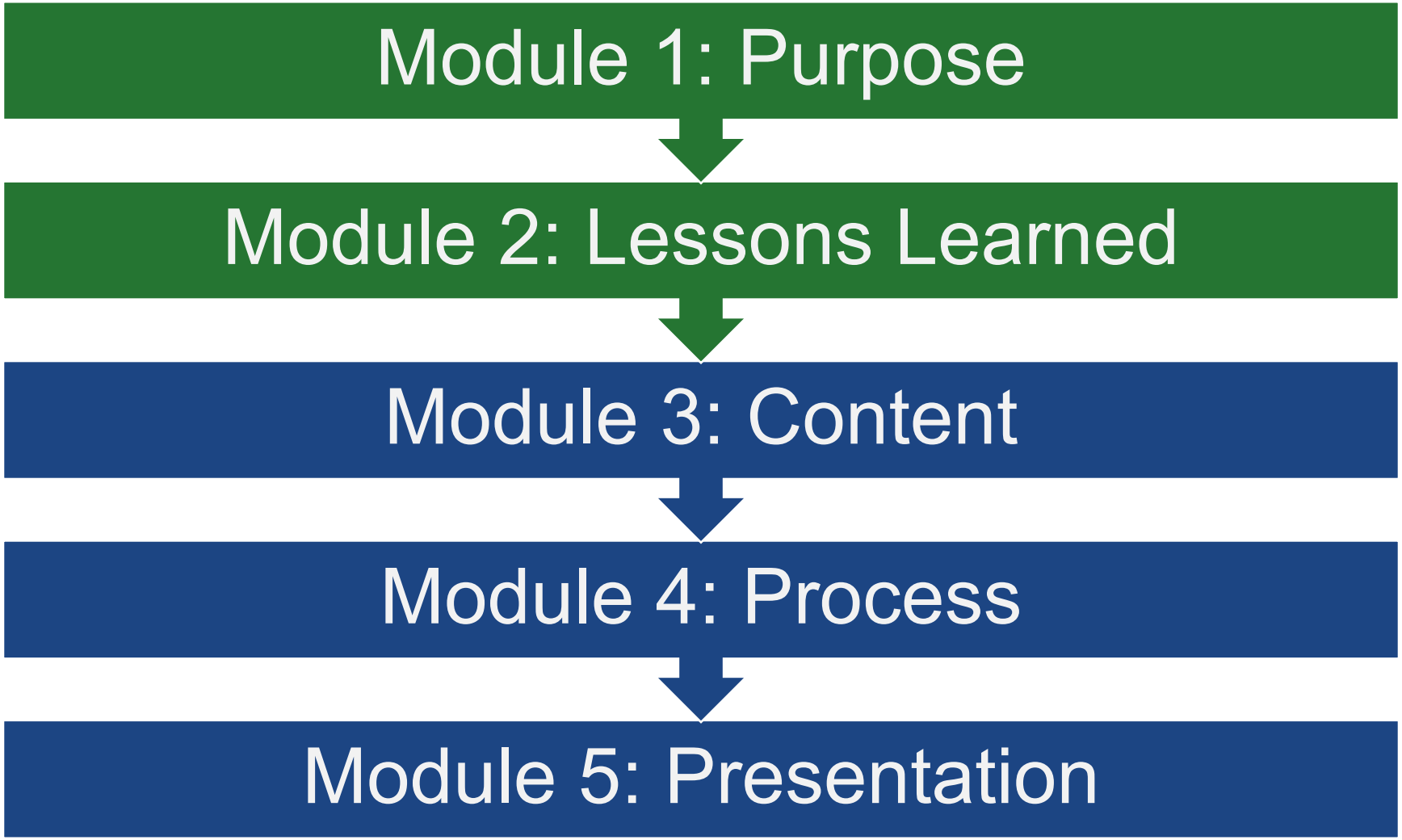
About us:

[Insert name and role of facilitator and supporting organization here]

Meet the Presenters

Name	Name	Name
Title	*Title*	*Title*
email	*email*	*email*

What Will the Overall Needs Assessment Development Process Look Like?



Outcomes

During this session, participants will do the following:

- Reflect and provide feedback on previous needs assessment processes used in [selected States or districts].
- Inform development of the new needs assessments process through review of other state examples.

Agenda, Module 2

1. Welcome, Overview, and Introductions
2. Organizing Principles: Content, Process, Presentation
3. Learning From the Past
4. Review of Other State Education Agency (SEA) Tools and Processes
5. Large-Group Discussion
6. Reflect on Session and Next Steps

Norms for Interaction

- Be present.
- Share the air.
- Assume goodwill.
- Respect what is shared.
- Honor the thoughts behind all perspectives.
- Ask for clarification when you disagree or don’t understand.
- Others?

Organizing Principles

Content

What will the needs assessment cover and include?

What data sources will be utilized and how will they align to the overall focus?

Process

How will the needs assessment unfold at the local level? Who is responsible for the process?

How will the state support implementation of the initiative?

Presentation

How will the needs assessment process, data, and outcomes be organized and disseminated?

What tools and collateral will you create to support implementation at the local level?

Learning From the Past

Reflect on Successes and Challenges

Activity

- Review previous needs assessment processes.
- Ask clarifying questions.
- Capture plus/delta feedback.

Plus/Delta Prompts

What were some lessons learned from this past experience (pro and con)?

What did you personally like and not like about this process?

How did it drive school improvement (or fail to meet that goal)?

How did it reflect the elements of a successful needs assessment?

Organize Plus/Delta Feedback

- Content
- Process
- Presentation

Review of Other State or District Tools and Processes

Discussion Protocol

Each person will do the following:

- Review tools and processes related to needs assessments from other states.
- Identify and cite a section of the example that is significant to you based on your work or local context.
- Describe the potential implications for your work based on this example.

Large-Group Discussion

Review of Other State Tools and Processes

- What did we learn that will inform the content of our needs assessment?
- What did we learn that will inform our needs assessment process?
- What did we learn that will inform the presentation of our needs assessment?

Reflect on Module and Next Steps

Reflection

- How has the experience of reviewing other processes and reflecting on [State or district name] process changed your thinking about needs assessments?
- Based on what you learned reviewing sample materials today, are there any changes you would make to the draft purpose statement(s)?

Next Steps

Exit Ticket: This process needs a name!

- What terms will inspire?
- What terms will be easily understood?
- Can an acronym be used?

Between now and the next meeting: Develop or select a needs assessment framework for [State or district name].

Module 3: Content

During this module, participants will do the following:

- Become familiar with the topics included in the needs assessment framework.
- Draft guiding questions for each topic.
- Practice mapping data sources to the identified guiding questions.