

Developing a Needs Assessment

Module 5: Presentation of the 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 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:

- Identify activities for each of the needs assessment implementation phases.
- Establish roles and responsibilities at the school, district, and State education agency levels.
- Draft a sequence of activities

Time	Session
x:xx–x:xx a.m.	Welcome, Overview, Introductions, and Ice Breaker
xx:xx a.m.–xx:xx p.m.	Share Template Progress
x:xx–x:xx p.m.	Reflections and Next Steps