

Needs Assessment Development

Module 5: Facilitator's Guide

Module 5: Presentation of the Needs Assessment

Overall 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.

Module Purpose: Determine and develop the presentation of the needs assessment.

Participant Outcomes: As a result of this module, participants will be able to do the following:

- Determine how the needs assessment process will be formatted and disseminated, capturing the purpose, content framework, and data sources mapped to guiding questions.
- Describe how the needs assessment will be implemented.
- Draft the template for how results are reported.

Materials

The following materials are recommended for the work session and associated activities:

- Module 5 Presentation slide deck
- Participant agenda
- Pre-work results (Handout 1: Organization and Presentation of Needs Assessment Data Reflection Questions and Handout 2: Organizing and Presenting the Needs Assessment)
- Handout 3: Needs Assessment Components Development
- State-developed outline or template for needs assessment tool
- Chart paper
- Markers
- Sticky notes

Agenda Outline

Table 1 provides a detailed outline of the agenda for the work session. It includes timing, slide numbers, activities, and materials. This outline provides facilitators with a big-picture view of this module and the corresponding activities. You may need to allot additional time for the activities depending on the audience's familiarity with the content.

Table 1. Detailed Outline of the Agenda

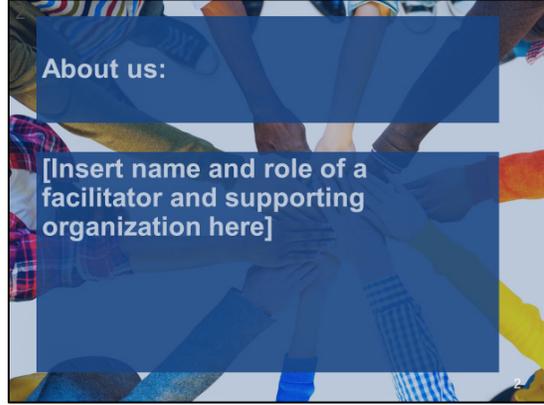
Agenda Item	Time	Slides	Activities	Materials Needed	Participant Configuration
Welcome, Overview, and Introductions	10 min.	1–6	<ul style="list-style-type: none"> • Welcome and introduce facilitators. • Review the overall goals and purpose for developing a needs assessment, and preview activities for this module. 	Presentation slide deck	Whole group
Ice Breaker	10 min.	7	<ul style="list-style-type: none"> • Conduct ice breaker of choice as a way of facilitating introductions from participants (name, title, role). 	N/A	Whole group
Setting the Stage: Meeting Norms	5 min.	8	<ul style="list-style-type: none"> • Review norms on the slide and pick one to focus on today; determine whether any should be added. 	<ul style="list-style-type: none"> • Presentation slide deck • Chart paper 	Whole group
Pre-Work Results and Learning	15 min.	9–12	<ul style="list-style-type: none"> • Share results of State or district pre-work, decisions made, and lessons learned. 	<ul style="list-style-type: none"> • Presentation slide deck • Pre-Work Handout 1: Organization and Presentation of Needs Assessment Data Reflection Questions • Pre-Work Handout 2: Organizing and Presenting the Needs Assessment 	Whole group
Develop Presentation Content Activity	130 min.	13–20	<ul style="list-style-type: none"> • Develop content for sections of needs assessment document or tool in small groups. 	<ul style="list-style-type: none"> • Presentation slide deck • Handout 3: Needs Assessment Components Development • Chart paper 	Small group

Agenda Item	Time	Slides	Activities	Materials Needed	Participant Configuration
Share Template Progress	20 min.	21–23	<ul style="list-style-type: none"> Small groups share progress and reflections with whole group and collect feedback for continued work. 	<ul style="list-style-type: none"> Presentation slide deck Chart paper 	Whole group
Reflect on Module and Next Steps	20 min.	24–26	<ul style="list-style-type: none"> Discuss as a group what was accomplished so far and what remains. 	Presentation slide deck	Whole group

Script

The following slide-by-slide script provides guidance to facilitators as they present the content and learning activities included in the work session based on this module. Reviewing the entire guide prior to facilitating the work session is highly recommended.

Module 5: Presentation of the Needs Assessment

<p>Facilitation Note: <i>Officially welcome the participants. Introduce yourself and fellow facilitators. Discuss your relevant background experiences to build participant confidence in your skills as facilitators.</i></p> <p><i>* Note: Other entities using this presentation may insert their logo in place of the State Support Network logo.</i></p>	 <p style="text-align: right;">Slide 1</p>
<p>Facilitation Note: <i>If you are presenting on behalf of an organization (e.g., a regional educational service center), you may use this slide to introduce your organization supporting this work.</i></p> <p><i>* Note: Other entities using this presentation may replace this slide with information about their entities.</i></p>	 <p style="text-align: right;">Slide 2</p>

Facilitation Note:

Introduce presenters, and (if desired) go around the room to allow participants to introduce themselves.

Meet the Presenters

Title email Title email Title email

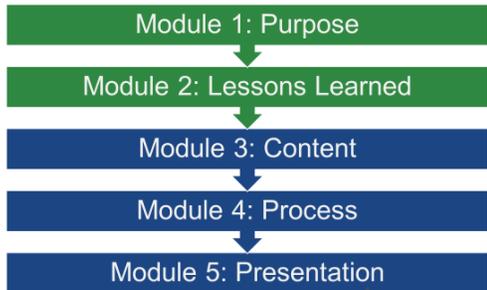
3

Slide 3

Explain:

“Today we are focusing on the *Presentation* of our needs assessment.”

What Will the Overall Needs Assessment Development Process Look Like?



4

Slide 4

Explain:

“These outcomes give us a preview of our activities today and what we intend to accomplish.”

Outcomes

As a result of this module, participants will be able to do the following:

- Determine how the needs assessment will be formatted and disseminated, capturing the purpose, content framework, and data sources mapped to guiding questions.
- Describe how the needs assessment will be implemented.
- Draft a template for how results are reported.

5

Slide 5

Explain:

“Today we continue to draft materials for the needs assessment process, focusing on the documents or artifacts that teams and individuals will interact with in order to complete the steps we laid out in the previous module. You will be drawing heavily on work completed since the last module, building on preliminary data gathering and decisions to flesh out more detail on the presentation components.

We’ve seated you purposefully today, as each small group will be working on a specific component of documentation. Everyone will have the chance to weigh in across all the various groups work, but small groups will each focus on something specific.”

Agenda, Module 5

1. Welcome, Overview, and Introductions
2. Pre-Work Results and Learning
3. Develop Presentation Content Activity
4. Reflect on Module and Next Steps

6

Slide 6

Facilitation Note:

Use icebreaker as part of group introductions. When choosing the ice breaker, consider what you think the specific group will need and explain the “why” before beginning the activity.

Ice Breaker

Placeholder for icebreaker/introductions activity.

7

Slide 7

Explain:

“Take a look at norms on slide and pick one to lean into today.”

Ask: “Are there other norms you typically work with in your agencies? What else might our group struggle with? What norms might support productive dialogue and respectful decision making?”

Facilitation Note:

Insert “manage technology” if no one else comes up with it.

Norms for Interaction

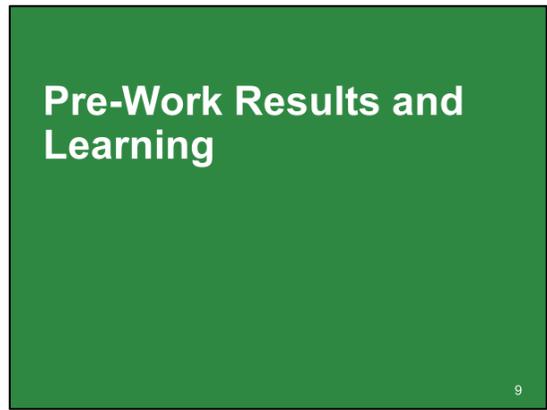
- Be present.
- Share the air.
- Assume goodwill.
- Respect what is shared.
- Honor the thoughts behind all perspectives.
- Ask for clarification when you disagree or don't understand.
- Others?

8

Slide 8

Explain:

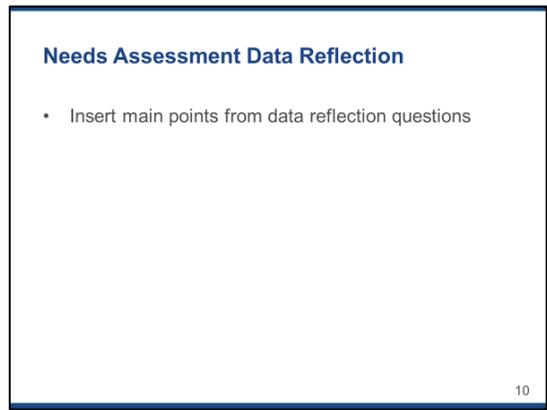
Since the last module, a small group has worked through some questions on the role of data accessibility and use in the way the needs assessment is presented to districts and schools, as well as considerations for the options for presenting, such as software and organization. We'll start today's activity by looking at the results of that work and reflecting on what has been learned to inform today."



Slide 9

Facilitation Note:

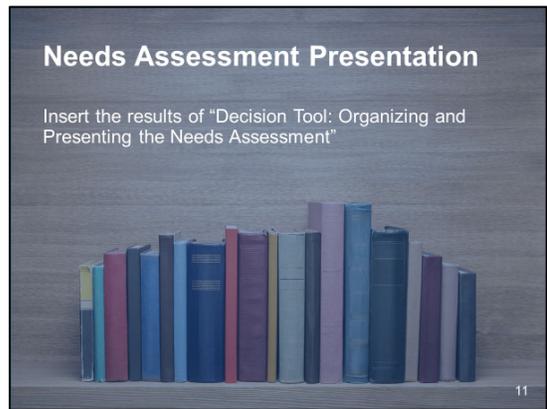
Have State or district representative share the results of the discussion.



Slide 10

Facilitation Note:

Have State or district representative share the results of the activity.



Slide 11

Ask:

“Can those who were involved in these activities share some of the insights you gained with the rest of the group?”



Reflection

How did these conversations lead you to a new understanding or “ah-ha” informing the needs assessment?

What do you think is critical for the larger group to consider in today’s work?

12

Slide 12

Explain:

In the past modules, we’ve developed our understanding of needs assessment, the framework, and content the needs assessment will use, and now we’ll focus on how all the work that has been accomplished so far will be presented to the teams and individuals responsible for completing the process that has been laid out.

How Is the Needs Assessment Presented?

13

Slide 13

Explain:

“The majority of the time today is going to be spent capturing the contents of the needs assessment presentation. Using what was started in preparation for the module, we will work through what can easily be captured based on what is already known and what still needs to be created and why it is important. In your groups, you will focus on what has consensus and is ready to be created and what needs more information, consideration, or to be revisited.”



Content Creation Activity

Capture information on Needs Assessment presentation methods. What is...

1. Already known?
2. Ready to be created?
3. In need of revisiting?

14

Slide 14

Explain:

“First, we need to make sure everyone is in their pre-assigned groups. Next, each group will use the information captured about the document intent to start the conversation and brainstorm a list of what else needs to be completed. Once the list is developed, it is divided among group members to consider the importance of each element listed and begin the work of capturing what needs to be captured.”

Group Activity Overview

- Divide by presentation component or document section.
- Use “Needs Assessment Component Development” (p.1) to capture what is already known.
- Brainstorm what else needs to be done to complete the component or section.
- Discuss the significance and purpose of the remaining work.
- Determine steps to complete outstanding work at the end of the session.

15

Slide 15

Explain:

“Based on what we already know from the first page of the *Needs Assessment Component* handout, discuss your section as a group, and capture the relevant information on the second page of the handout.”

What do we already know?

- Reflect on work that has already been completed:
 - Framework
 - Data sources and crosswalk
 - Phases of implementation
 - Presentation and organization
- Capture what is relevant for your component/section.



16

Slide 16

Explain:

“Now that your group has an understanding of the component purpose, use the chart paper to generate a list of what still needs to be created to complete your assigned component. This is a brainstorming session—that means more is better, and we are generating possibilities rather than crossing them off the list or “nay-saying” potential ideas.”

Facilitation Note:

Divide the list among the group members. Individuals consider why each of their items is important and what it might look like to present that information within your component.

Add Content and Achieve Consensus

- | | |
|---|--|
| First, determine “ What ”: | Then, determine “ So What? ”: |
| <ul style="list-style-type: none">• “What” still needs to be created to complete the component?• Create a list of items. | <ul style="list-style-type: none">• Why is each list item important to the presentation?• What might the item look like, contain, or cover? |

17

Slide 17

Explain:

“Within your group, reflect on the importance of each remaining piece of work, so you can come to consensus on the inclusion of as many items as possible. Each group member will present the items on their list and why they are important. As a group, you have the opportunity to ask clarifying questions and reflect on what is shared. First the group members reflect on what has been shared, and then the participant who has presented the materials has the opportunity to reflect on the group’s observations and concerns.”

So What?

- Ask clarifying questions.
- Reflect on the importance of the work that is yet to be completed.
 - What I hear you saying is...
 - Why this seems important to the content...
- Reflect on constraints and considerations.
 - What I hear you saying is...
 - The question this raises for me is...

18

Slide 18

Explain:

“In your small groups, come to consensus on the items most critical to include in your section. Once all items have been discussed, capture the information on those that have consensus in the template or outline for your section. You may not have time to capture everything completely, and that is okay; the important thing is that the ideas are captured.”

Facilitation Note:

This activity requires a consensus activity. Use an appropriate ice breaker or provide a couple options for groups to choose from.



Capture Results

- Achieve small-group consensus.
- Capture information for each item receiving consensus.

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Slide 19

Explain:

“Not all items necessarily reached group consensus that it should be included or how it should be included. That’s okay. The point of brainstorming is to generate as many ideas as you can. Now we are in the process of pairing those down to the best, most important ideas for accomplishing our purpose. As a group, reflect on the items that did not reach consensus and whether they are necessary. If the group agrees something can be dropped, cross it off the list. If there still is not agreement, discuss potential challenges, and additional information or resources needed to make the decision.”

Now What?

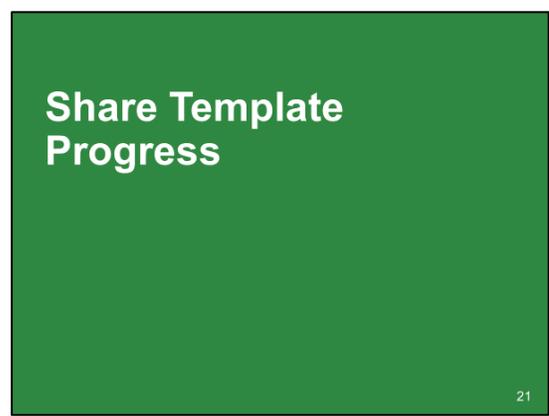
- Participants share items that did not pass consensus with new participants.
- Participants present their item(s) and original “So What?”
- Participants reflect individually or in small groups on potential challenges associated with coming to consensus on the list item, the importance of the remaining list items, and whether there are benefits in coming to consensus.
- Participants individually and silently capture “Now What?”

20

Slide 20

Explain:

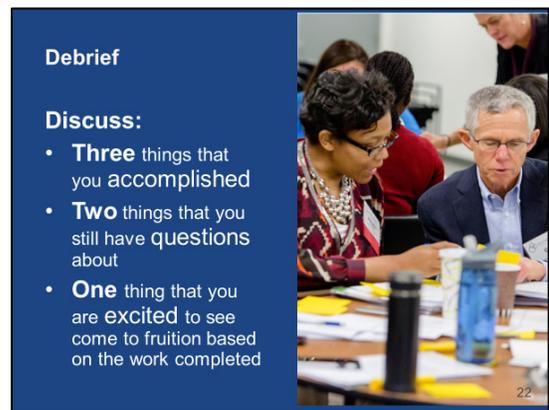
“We haven’t captured every detail and piece of information necessary to complete the needs assessment presentation today. But, you have made good progress toward that goal. We’ll spend the remainder of the module reflecting on what has been accomplished so far and providing feedback to the other groups to help in continuing the work after today.”



Slide 21

Facilitation Note:

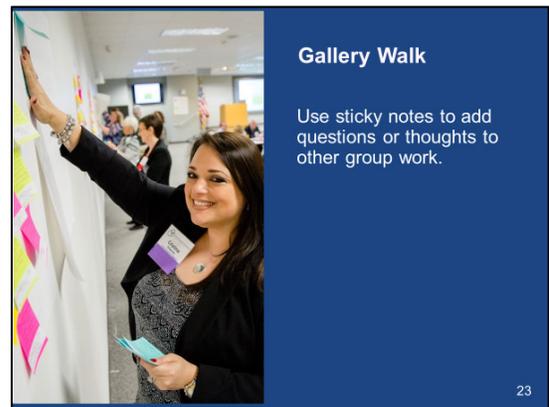
Each group shares out what they have accomplished in their work so far today.



Slide 22

Explain:

“Based on what you have learned through your own work today and what you have heard from the other groups, now is your chance to ask questions or provide feedback to the other groups that can be used in completing the presentation development over the coming weeks.”



Slide 23

Explain:

“Thank you all for your hard work so far today. This is not easy work, and your efforts today have made significant progress toward the end goal of a completed needs assessment. Before we go, I’d like to take a few minutes to reflect on what has been accomplished as a whole group and what remains to complete.”

Reflect on Module and Next Steps

24

Slide 24

Facilitator Notes:

Ask participants to reflect on the reflection questions for today’s work.

Reflection

- What are the remaining barriers to complete development? How can you overcome these barriers?
- What was the greatest accomplishment in today’s work?

25

Slide 25

Facilitator Notes:

Ask participants to reflect on what’s next to complete the needs assessment development. Have a State or district representative share concrete next steps and timelines and close the module.

What’s Next

- What questions do you still have about the format of the needs assessment and what needs to be accomplished?
- What are the next steps to completing the development process?

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Slide 26