



Needs Assessment Development Module 5: Presentation of the Needs Assessment

[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

Title

email

Name

Title

email

Name

Title

email

What Will the Overall Needs Assessment Development Process Look Like?

Module 1: Purpose



Module 2: Lessons Learned



Module 3: Content



Module 4: Process



Module 5: Presentation

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.

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

Ice Breaker

Placeholder for icebreaker/introductions activity.

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?



Pre-Work Results and Learning

Needs Assessment Data Reflection

- Insert main points from data reflection questions

Needs Assessment Presentation

Insert the results of “Decision Tool: Organizing and Presenting the Needs Assessment”





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?

How Is the Needs Assessment Presented?



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?

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.

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.



Add Content and Achieve Consensus

First, determine **“What”**:

- “What” still needs to be created to complete the component?
- Create a list of items.

Then, determine **“So What?”**:

- Why is each list item important to the presentation?
- What might the item look like, contain, or cover?

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...



Capture Results

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

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?”

Share Template Progress

Debrief

Discuss:

- **Three** things that you accomplished
- **Two** things that you still have questions about
- **One** thing that you are excited to see come to fruition based on the work completed





Gallery Walk

Use sticky notes to add questions or thoughts to other group work.

Reflect on Module and Next Steps

Reflection

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

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?