**Discussion Tool:**

**Conducting Needs Assessments**

**Directions:** Select from the activities below based on how much time you have to dedicate to the conversation/reflection.

**Five Minute Activity**

1. Call to mind aspects of your work that have required needs assessments.
2. Review the list of key considerations for needs assessments in the table below.
3. Place a check mark in the appropriate box to complete this sentence: “I/We (always/sometimes/rarely/never) complete this activity when I/we conduct needs assessments.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Considerations for Needs Assessments** | **Always** | **Sometimes** | **Rarely** | **Never** |
| Clarify what you need to learn about literacy in your community. |  |  |  |  |
| Identify the who, what, where, and when of data collection. |  |  |  |  |
| Gather the information and data. |  |  |  |  |
| Analyze and organize the data. |  |  |  |  |
| Determine priorities and report out the data. |  |  |  |  |

1. For any item where you selected “rarely” or “never,” consider why that is the case and what action you might take because of this information.

**Fifteen Minute Activity**

1. Jot down a list of times you have conducted needs assessments. Note whether they have been formal or informal needs assessments.
2. Watch the video “Key Considerations for Needs Assessments.”
3. After watching, complete the following table by placing a check mark in the appropriate box to complete this sentence: “I/We (always/sometimes/rarely/never) implement this activity when I/we conduct needs assessments.”

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| **Key Considerations for Needs Assessments** | **Always** | **Sometimes** | **Rarely** | **Never** |
| Clarify what you need to learn about literacy in your community. |  |  |  |  |
| Identify the who, what, where, and when of data collection. |  |  |  |  |
| Gather the information and data. |  |  |  |  |
| Analyze and organize the data. |  |  |  |  |
| Determine priorities and report out the data. |  |  |  |  |

1. For any item where you selected “rarely” or “never,” consider the following questions:
   1. Is this the case for both the formal and informal needs assessments I/we identified?
   2. Why might this be the case?
   3. What impact might this have on my/our work?
   4. What steps do I/we need to take because of this information?
2. Watch Ohio’s video about conducting needs assessment as part of their SRCL and CLSD work. Consider the following questions:
   1. What aspects look similar or different to the needs assessment work I/we have done?
   2. What did I/we see in this video that I/we may be able to add to my/our needs assessment practice?
   3. What additional information or resources do I need to complete this work?

**Thirty Minute Activity**

1. Jot down a list of times you have conducted needs assessments. Note whether they have been formal or informal needs assessments.
2. Watch the video “Key Considerations for Needs Assessments.”
3. After watching, complete the following table by placing a check mark in the appropriate box to complete this sentence: “I/We (always/sometimes/rarely/never) implement this activity when I/we conduct needs assessments.”

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| --- | --- | --- | --- | --- |
| **Key Considerations for Needs Assessments** | **Always** | **Sometimes** | **Rarely** | **Never** |
| Clarify what you need to learn about literacy in your community. |  |  |  |  |
| Identify the who, what, where, and when of data collection. |  |  |  |  |
| Gather the information and data. |  |  |  |  |
| Analyze and organize the data. |  |  |  |  |
| Determine priorities and report out the data. |  |  |  |  |

1. For any item where you selected “rarely” or “never,” consider the following questions:
   1. Is this the case for both the formal and informal needs assessments I/we identified?
   2. Why might this be the case?
   3. What impact might this have on my/our work?
   4. What steps do I/we need to take because of this information?
2. Watch Ohio’s video about conducting needs assessment as part of their SRCL and CLSD work. Consider the following questions:
   1. What aspects look similar or different to the needs assessment work I/we have done?
   2. What did I/we see in this video that I/we may be able to add to my/our needs assessment practice?
   3. What additional information or resources do I need to complete this work?
3. Select two of the provided resources from the field to compare. Consider the following questions:
   1. What aspects of these resources are similar or different? Consider content, format, length, objectives, etc.
   2. How are these resources similar to those that I/we have created?
   3. What components of these resources can I/we use in my/our practice?