

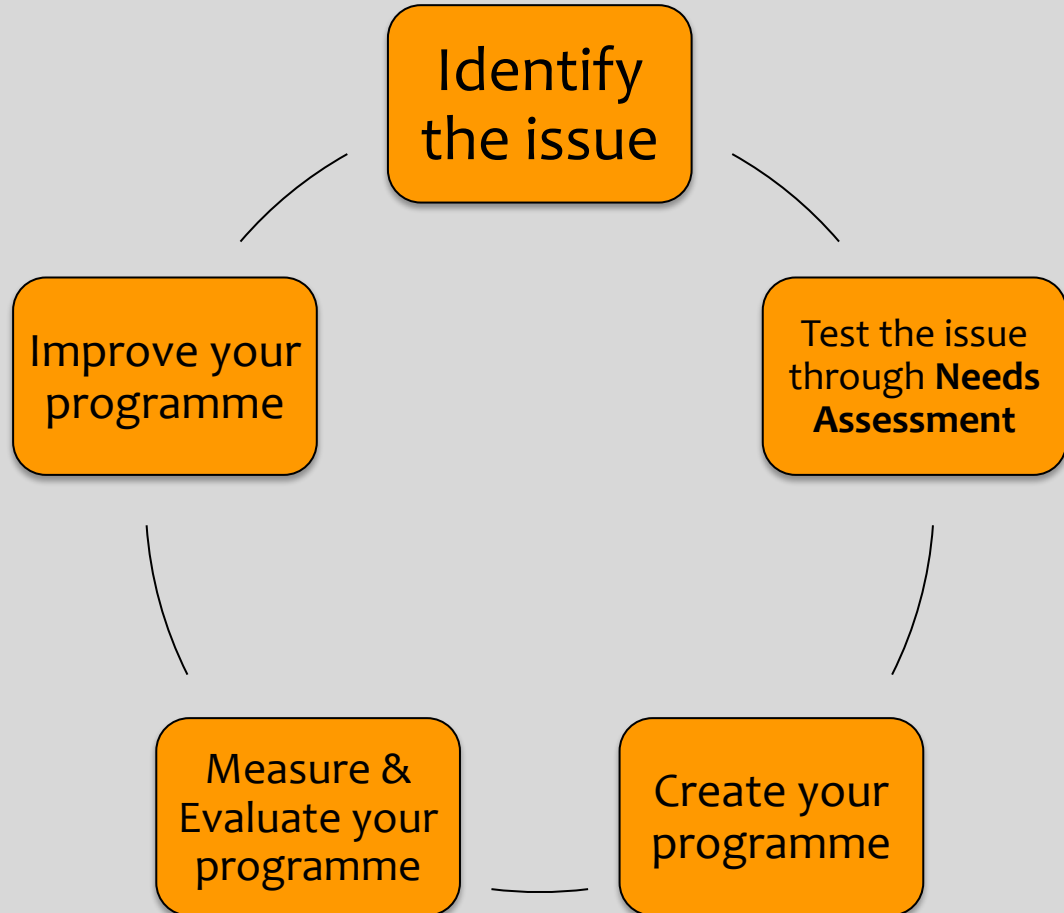
Conducting A Needs Assessment



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ONE1TEAM

Becoming a One Team Coach and Making a Difference in your Community



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Needs Assessment for (your team name...)

State the issue you intend to focus on here:

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Setting objectives of your Needs Assessment

(See Needs Assessment Guidance Notes document: Step 2)

What are the objectives of your needs assessment?
What is it that you want to find out after completing the needs assessment?

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Identify your Target Audience

(See Needs Assessment Guidance Notes document: Step 3)

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Information Gathering

(See Needs Assessment Guidance Notes document: Step 4)

Plan:

- **What** type of questions to ask
- **Who** to ask
- **How** to collect the information
- **How** to analyse the information collected to use later on

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What type of questions are you going to ask?

(See Needs Assessment Guidance Notes document: Step 4)

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Who will you ask?

(See Needs Assessment Guidance Notes document: Step 4)

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How will you collect the information

(See Needs Assessment Guidance Notes document: Step 4)

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How will you analyse the information collected to use later on?

(See Needs Assessment Guidance Notes document: Step 4)

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