

Section 1 Activities

Activity 1.1 Needs Assessment Worksheet

Complete the needs assessment questions and provide examples of information that demonstrate the problem or need.

List the information you require to develop an accurate assessment.

If you cannot answer the questions below, look at the [References & Resources \(p17\)](#) for information about how to conduct a needs assessment.

Has your organisation conducted a needs assessment?

YES NO

When was the last time you conducted a needs assessment?

What activities did you undertake when conducting your needs assessment?

What needs or problems were identified through the needs assessment?

What information demonstrates that there is a need or problem?

Are you missing any information which could demonstrate with greater clarity that a need or problem exists?

YES NO

If yes, what further information should you collect?

Where will you get this information from? See Table 1.1 in [Identifying Needs](#) if you require assistance.

What might happen if the need or problem is not addressed in a timely manner?

Activity 1.1 Needs Assessment Worksheet (cont.)

How do you know this?

What may happen if you implement your solution?

How do you know this?