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?

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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?

Activity 1.2 Describe the Identified Need

Focus on the need/problem that your organisation wishes to address.

Develop a three- or four-sentence description that depicts the need/problem you will address.

Try not to use technical language or jargon.

Show this to a colleague with relevant expertise (e.g., Board members or senior staff). Ask them to define the problem and provide feedback on the clarity of your description.

What is the problem or community need?

Describe the problem or community need here.

Activity 1.3 Promote the Identified Need

Organisations often have to also approach local community members to obtain support for their proposal.

Develop a short 100 word "speech" using two or three key pieces of evidence to obtain support for your organisation from funders and local community members.

Cut straight to the heart of the issue and quickly and effectively convey the thrust of your argument to convince funders and community members to support your proposal.

In your "speech", try to provide a sense of the urgency for your request. Help the funder and community understand why the proposal is important now.

Write your "speech" here.

Activity 1.4 Community Mapping Tool

Step 1: Write a brief description of the problem in your community that you wish to address.

Step 1a: Who displays the problem?

Step 1b: Where and when does the problem occur?

Step 2: How is the problem affecting the community or individuals in the community?

Step 3: What is causing the problem?

Step 4: What has been done previously to deal with the problem and how successful was this?

Step 5: What resources/support do you currently have to do something about the problem?

Step 6: What can you do to address the problem?

Step 7: Does the general community see this issue as a problem?

 YES NO

Step 7a: If yes, what action is being taken?

Step 7b: If no, what strategies can/are you implementing to move the community towards being ready to act.

This activity was adapted from the Western Australian Government Drug and Alcohol Office Community Mapping Tool. Visit the Western Australian Government Drug and Alcohol Office website for more information about community engagement - http://www.dao.health.wa.gov.au/Informationan-dresources/Engagingthecommunity.aspx.

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