

PROGRAM DEVELOPMENT TOOLKIT

NEEDS ASSESSMENT PHASE I: EXPLORING “WHAT IS”



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The following template can assist you in the early stage of a needs assessment, when you are assessing your resources, target audience, and overall learning goals. Completing these steps at the beginning of the program development process saves time & resources, and increases the likelihood of your program achieving its goals.

Who will be in charge of the learning? How can you keep up momentum for this project? How often might planning meetings need to occur?

Who is your target audience/learner? What do you know about their learning preferences and needs that may impact reception and uptake?

Write 2-3 goals of the learning (i.e. skills, knowledge, attitudinal changes) and complete the following table for each:

Goal 1:
Why is meeting this goal important (what are the implications for patient outcomes, organizational success, etc.)?
What type of data sources could verify the issue exists? (e.g., program reports, literature reviews, etc.)

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Goal 2:

Why is meeting this goal important (what are the implications for patient outcomes, organizational success, etc.)?

What type of data sources could verify the issue exists? (e.g., program reports, literature reviews, etc.)

Goal 3:

Why is meeting this goal important (what are the implications for patient outcomes, organizational success, etc.)?

What type of data sources could verify the issue exists? (e.g., program reports, literature reviews, etc.)

