NEEDS ASSESSMENT FORMATS

Needs assessments can be formatted in different ways to gather different information from coachees. We can gather information about:

- How often a coachee is using a practice
- How important he or she thinks the practice is
- What a coachee believes about the practice
- How comfortable he or she is in using that practice
- Whether or not the coachee would like to focus on this practice in coaching

Choose a needs assessment format based on the information you would like to gather. Following are five examples of different ways needs assessments can be formatted.

<table>
<thead>
<tr>
<th>Practice</th>
<th>I am doing this…</th>
<th>I want to do this…</th>
<th>Difference between current use and desired use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not at all</td>
<td>All the time</td>
<td>Not at all</td>
</tr>
<tr>
<td>I clearly teach, explain, and review the classroom rules and behavior expectations with children.</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practice</th>
<th>How often?</th>
<th>Change needed?</th>
<th>Priority rank</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Never</td>
<td>Seldom</td>
<td>Sometimes</td>
<td>Usually</td>
</tr>
<tr>
<td>Do you clearly teach, explain, and review the classroom rules and behavior expectations with children?</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practice</th>
<th>I am comfortable using these practices.</th>
<th>I would like to use these practices more often.</th>
<th>These practices bring out the best in my students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I clearly teach, explain, and review the classroom rules and behavior expectations with children.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice</td>
<td>When I use this practice I feel...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I need some help to use it correctly.</td>
<td>I am comfortable using this practice.</td>
<td>I am confident using this practice.</td>
</tr>
<tr>
<td>I clearly teach, explain, and review the classroom rules and behavior expectations with children.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practice</th>
<th>I am comfortable using these practices.</th>
<th>I would like to use these practices more often.</th>
<th>How much support do I need to help me use this practice?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I clearly teach, explain, and review the classroom rules and behavior expectations with children.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

For more information, contact us at: ecdtl@ecetta.info or 844-261-3752