



# 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.

Practice	I am doing this...					I want to do this...					Difference between current use and desired use
	Not at all		All the time			Not at all		All the time			
I clearly teach, explain, and review the classroom rules and behavior expectations with children.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	

Practice	How often?					Change needed?		Priority rank	Notes
	Never	Seldom	Sometimes	Usually	Always	Yes	No		
Do you clearly teach, explain, and review the classroom rules and behavior expectations with children?	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Practice	I am comfortable using these practices.	I would like to use these practices more often.	These practices bring out the best in my students.
I clearly teach, explain, and review the classroom rules and behavior expectations with children.			

Practice	When I use this practice I feel...			
	I need some help to use it correctly.	I am comfortable using this practice.	I am confident using this practice.	I don't use this practice.
I clearly teach, explain, and review the classroom rules and behavior expectations with children.				

Practice	I am comfortable using these practices.		I would like to use these practices more often.		How much support do I need to help me use this practice?			
	Yes	No	Yes	No	A lot	Some	A little	None
I clearly teach, explain, and review the classroom rules and behavior expectations with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

