



## 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	2	3	4	5	1	2	3	4	5	

Practice	How often?					Change needed?	Priority rank	Notes
	Never	Seldom	Sometimes	Usually	Always			
Do you clearly teach, explain, and review the classroom rules and behavior expectations with children?	1	2	3	4	5			

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?
I clearly teach, explain, and review the classroom rules and behavior expectations with children.	Yes      No	Yes      No	A lot    Some    A little    None