5 W’s (+H) of a Successful Needs Assessment

- What is a needs assessment?
- Who is involved?
- When is the right time?
- Why is this necessary?
- Where could challenges emerge if not completed successfully?
- How to execute the assessment successfully…
Who is involved?

Protégé

- Identify weaknesses and areas of need
- Implementation

Mentor

- Provide guidance in identification of the weaknesses
- Transform weaknesses into areas of assistance
- Further improve the quality or value of the protégé
What is a Needs Assessment?

- Foundation of your agreement
- Systematic process for determining needs
- Distinguishes between current conditions and desired conditions
When to complete a Needs Assessment?

- Prior to formalizing the agreement
Why do you need to complete a needs assessment?

• To outline specific developmental needs of the protégé
• To determine if the mentor and protégé are a good fit
Where could challenges emerge?

- More work that results in no value—Time is Money
- Unclear expectations
- Lack of direction
- Lack of goals
How to execute a successful Needs Assessment?

- Commit to a successful partnership
  - Both parties are responsible for making the agreement successful

- Communicate
  - Communication is the #1 key to success

- Identify the strengths and weaknesses/areas of assistance

- Plan Ahead

- Remember: Your Needs Assessment is the foundation of your agreement!!

- Work together as a team!! Teamwork Equals Success!! “Team Work Makes the Dream Work” John C. Maxwell