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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...



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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

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What is a Needs Assessment?

- Foundation of your agreement
- Systematic process for determining needs
- Distinguishes between current conditions and desired conditions



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When to complete a Needs Assessment?

- Prior to formalizing the agreement



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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



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Where could challenges emerge?

- More work that results in no value—Time is Money
- Unclear expectations
- Lack of direction
- Lack of goals



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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



DECIDE.
COMMIT.
SUCCEED.

