



# **Facilitate Learning Using a Variety of Given Methodologies**

## **Handout 3**

### **Needs Assessment Checklist**

Suggested questions and considerations for the facilitator's needs assessment checklist:  
 (Handout; Downloadable)

<b>Question to ask or issue to consider</b>	<b>Answer</b>
What is the size of the group?	
How familiar are learners with the subject?	
What are the needs of the learners?	
Will a workshop you have already prepared meet these needs?	
Is workshop attendance voluntary or mandatory?	
Will the program site have the equipment that you need to do the workshop, flipchart, overhead projector, extension cords, slide projector, screen, so on... ?	

<b>Question to ask or issue to consider</b>	<b>Answer</b>
What information do you need about the circumstances of the training?	
How many learners will there be?	
How many men and how many women are in the group?	
How much time will you have to do the training?	
What facilities are available?	
Who will be responsible for such matters as getting equipment, mailing out information, and physical preparation and breakdown?	

<b>Question to ask or issue to consider</b>	<b>Answer</b>
Are other services available: day-care, for example?	
Will your workshop be one of several on the day's schedule? Other agenda items may affect your content and focus.	
What are the organization's expectations of training?	
What is the background of group members?	
Who is responsible for communicating with the learners?	
Who decides on the contents of the training program?	

<b>Question to ask or issue to consider</b>	<b>Answer</b>
Does the person who has contacted you have the power to contract? If not, who does?	
While you are interviewing, you must ask yourself these questions.	
Do you have the time?	
Do you have the expertise?	
Do you have the necessary resources?	
Are your related experiences adequate?	

<b>Question to ask or issue to consider</b>	<b>Answer</b>
Why might you refuse to do this training?	
Negative feelings about all or some of the above or concern about your reputation or concern about stress or dissatisfaction over control	
What is your proposal? Present some alternatives.	
Should you negotiate if the contractor proposes changes? Are the changes within your capabilities (including time)	