



Assess Needs

Training Starter Template

Objectives: All participants in the training will be able to:

- Identify what is working in the program and what needs improvement
- Gather feedback on the program from stakeholders (stakeholder (parents, teachers, community members, etc.)
- Ask for and collect youth ideas on program needs and potential improvements

Total Amount of Time: _____

Number of Participants: _____

Preparation: _____

Materials: _____

Training Opening

- Engage Participants _____ minutes
(Ice breaker/warm up activity related to the topic)

- Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, share objectives & agenda)

Training Middle _____ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Explain that partners can help fill in gaps or address needs in current programming, but to create a plan for what they will fill in, you first need to understand where there's room for improvement.
- In small groups, have participants discuss and write down what they believe are the areas of the programming that need the most improvement (if anonymity is a concern, find ways to gather information that allows staff to be as honest and forthright as possible). Gather the lists and compile answers when participants are completing the next activity.
- Explain that because staff are the eyes and ears of the program, it's important they reflect on what's working and what isn't and actively think about how to improve the program.





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- Explain that youth and other stakeholders can also provide a wealth of information about the program and where improvements could be made. Have participants break up into two groups, one group will create a 4-6 question survey to use with youth and the other will create one to use with other stakeholders (choose from parents, teachers, community members, or other).
- After creating the short survey tools, have participants swap surveys and fill them in based on how they think the intended audience (youth or stakeholders respectively) would respond. Have groups share out.
- Using the compiled and aggregated staff feedback lists and the sample youth and stakeholder surveys, share out common areas identified for growth and begin brainstorming how partners could begin help filling in these gaps.

Training Wrap Up and Closing

- Summarize, consolidate _____ minutes
(Connect back to the objectives, check for understanding, and discuss questions)

- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

- Closing Comments _____ minutes
(Acknowledge, motivate and inspire)

Post-Training Assessment and Revision

- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training